

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

CASE MANAGEMENT/ ELECTRONIC CASE FILING (CM/ECF)



Attorney's User Manual

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- CM/ECF Computer Based Training (CBTs)
- CM/ECF Frequently Asked Questions
- CM/ECF "Live" Web Site


[CM/ECF Registration Form](#)
[CM/ECF "Training" Web Site](#)
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[Judiciary Privacy Policy](#)
[Local Rules Tutorial](#)
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Filing Tips (FAQ Links to the Court's Internet Web Site)

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Getting Started

Introduction


The United States District Court for the Northern District of Florida permits attorneys to file documents with the Court from their own offices over the Internet. This manual incorporates the court's policies and procedures for electronic filing into instructions on how to file documents, view documents, and retrieve docket sheets for cases filed in this court. 

Users should have a working knowledge of web browsers, portable document format (PDF), and Public Access to Court Electronic Records ([PACER](#)) in order to access and post documents using Case Management/Electronic Case Files (CM/ECF), hereafter referred to as Electronic Case Filing or ECF. 

Conventions used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.
- Menu options are represented in ***boldface italics type***.
- Clicking on the  icon will return the user to the Table of Contents.

Authorization for Electronic Filing

The [Administrative Order](#) of November 28, 2003, and the revised [Local Rules](#) authorize electronic filing in conjunction with Federal Rules of Civil/Criminal Procedure. The policies and procedures referenced in this manual govern electronic filing in this district unless, due to extraordinary circumstances in a particular case, a judicial officer determines that these policies and procedures should be modified. 

Filing Documents Electronically

Pursuant to the Federal Rules of Civil and Criminal Procedure, the Local Rules and Administrative Order of this court, and the procedures set out in this manual, electronic transmission of a document to the Electronic Case Filing (ECF) System, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document and entry of the document upon the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79(a). Parties can also verify the filing of documents by inspecting the Court's electronic docket sheet.

Upon the filing of a document, an entry is created on the court's docket by the filing party. The Clerk's Office will, where necessary and appropriate, modify the docket entry description to comply with Quality Control (QC) standards and will make a modification notation in the docket text. Modifications that may impact the litigation of the case will be referred to the judge for appropriate action. [!\[\]\(c507f772dba2b921f86777f01218e570_img.jpg\)](#)

Deadlines

Filing deadlines are not altered by the use of electronic filing. Filing by electronic transmission will be deemed to be timely if the time of filing and docketing is prior to midnight of the local time of the division in which the case is pending. Although parties can file documents electronically 24 hours a day (excluding maintenance periods) and seven days a week, attorneys and parties are strongly encouraged to file all documents during the normal working hours of the Clerk's Office.

Attorneys are expected to rely on deadlines as stated in court orders, notices, the Federal Rules, and the Local Rules for this district; deadline reports provided by ECF should not be relied upon and should be used only as a guide. [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\)](#)

The Use of This Manual


This manual is a work in progress and may undergo periodic changes. In addition, many topics found in the Table of Contents are links to other web pages including the CM/ECF Frequently Asked Questions (FAQ) web page. Therefore, the manual should be viewed on line for updates and procedural changes. [!\[\]\(e474458956c9a37fbf9586ddb60a7fa1_img.jpg\)](#)

Help Desk


Clerk's Office personnel are available in each divisional office during normal business hours to respond to questions regarding the electronic filing system and the registration process. [!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\)](#)

Pensacola: (850) 435-8440
Tallahassee: (850) 521-3501
Gainesville: (352) 380-2401
Panama City: (850) 769-4556

System Notifications

Users will be notified of scheduled system maintenance or of technical difficulties through the court's web site (www.flnd.uscourts.gov) and the ECF system itself. 

Event Codes Used by Attorneys and the Court to E-File Pleadings

The hyperlinks found on the main ECF menu represent "event codes" and allow users to add information to the electronic case file and the court docket sheet. These codes also perform specific internal functions that allow your e-filing to be routed to the appropriate judge or magistrate judge. Therefore, users should ensure that the correct event code is chosen before proceeding with the e-filing of a PDF document. 

ECF System Capabilities/Functions

Full System Users

The electronic case filing (ECF) system allows registered participants with an Internet browser, a PACER account, and a court-issued ECF login and password to perform the following functions:

- Access the ECF system.
- Practice entering pleadings into ECF using a "training" database that is similar to the live ECF database. A training password/login is required and may be obtained through the [court's web site](#). The following case numbers exist in the ECF training database and may be used for practice filings once you have received your training password/login:

1:99cv110	1:02-cr-00035	1:02-mj-00275
1:03cv1	1:03-cr-00005	1:03-mj-00017
3:00cv677	1:04-cr-00060	1:03-mj-00307
3:03cv1	3:02-cr-00355	1:04-mj-00001
3:03cv99	3:03-cr-00006	3:01-mj-00005
4:02cv9	4:02-cr-00052	3:02-mj-00010

Note: These case numbers are provided for practice only and may not necessarily conform to the Federal Rules or the Local Rules in form or content. [▲](#)

- Electronically file pleadings and documents in cases in the court's "live" ECF database.
- View official docket sheets and documents associated with cases.

Note: Only the attorneys of record may view PDF documents from the docket sheet in a criminal or social security case . Users with PACER logins may view the docket sheet only. [▲](#)

- View various reports for cases that were filed electronically. [▲](#)

PACER System Users

Users with Internet access and a PACER login and password may perform the following functions:

- Access the ECF system.
- Practice entering pleadings into ECF using a "training" database that is similar to the live ECF database. A training password/login is required and may be obtained through the [court's web site](#). (Click [here](#) for a list of training case numbers.)
- View official docket sheets associated with all cases.
- View PDF files for documents associated with all cases except criminal, magistrate, and social security cases. [▲](#)

Internet Users Without a PACER Account or a Court Login & Password


Users with Internet access may perform the following functions:

- View or download the most recent version of the Attorney's User Manual.
- Self-train on web-based ECF tutorials. [▲](#)


Hardware and Software Requirements

The hardware and software needed to electronically file, view, and retrieve case documents are the following:


- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh.
- An Internet provider using Point to Point Protocol (PPP).
- [Netscape Navigator](#) software version 4.79 is recommended by the Administrative Office of the Courts. [Internet Explorer](#) (IE) version 5.5 (with Service Pack 2) has also been certified as compatible with the ECF system. The court has determined that Netscape Navigator 7.1 is also compatible.

Note: DO NOT USE America On-Line's version of Netscape Navigator or a version of Netscape Navigator lower than 4.79. Reports of errors have been received from users entering ECF using I.E. 6 as well. 

- Software to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system.

Note: Scanners should only be used to produce PDF files of documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible. 


PACER Registration

ECF users must have a [PACER](#) account. If you do not have a [PACER](#) login, contact the PACER Service Center. You may call the [PACER](#) Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Attorneys on the CJA panel should call PACER to inquire about special accounts for CJA work. [PACER](#) registration may also be completed online at <http://pacer.psc.uscourts.gov>. 

Registering for Access to ECF

Attorneys admitted to practice in the Northern District of Florida must register with the court to receive a login and password for the ECF system. [Online registration](#) is available on our web site located at www.flnd.uscourts.gov.


Completed registration forms will be automatically e-mailed to the Clerk's Office once the user clicks on the [\[Submit\]](#) button.

Once an account has been established, your login and password will be e-mailed to you by the Clerk's Office. You should immediately change your password upon receipt of this e-mail (see [Changing Your Password](#) for details). Should you lose your password or suspect it has been compromised, you should immediately [change your password](#) or contact the Clerk's Office to change your password. 

Preparation

Viewing and Creating PDF Files


All pleadings must be filed in portable document format (PDF). Users must have access to software that will allow them to both view and convert word processor documents to PDF.

When selecting the PDF document for posting using the ECF system, users should preview the document to ensure that the correct document was selected and that it appears in its entirety. 

How to View a PDF File Using Adobe Acrobat Reader or the Adobe Acrobat Full Package*

- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Locate the PDF file to be viewed, click on the file's icon, and then click on [\[Open\]](#). Adobe will load the file and display it on the screen.
- Use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document.

Choose the option that is most appropriate.

* Other programs used to view PDF documents may function differently. Refer to the instructions for your software package for details. 

How to Convert Documents to PDF Format

You must convert all of your documents to a portable document format (PDF) before you can file them through ECF system. The conversion process requires special software such as [Adobe](#) Acrobat (full package) or [FinePrint pdfFactory](#).

Note: WordPerfect version 9 or higher will allow the user to convert Word Perfect documents to PDF format without obtaining additional software.

The following instructions are for use with Adobe Acrobat (full package) or [FinePrint pdfFactory](#) and word processing software other than Word Perfect version 9 or higher:

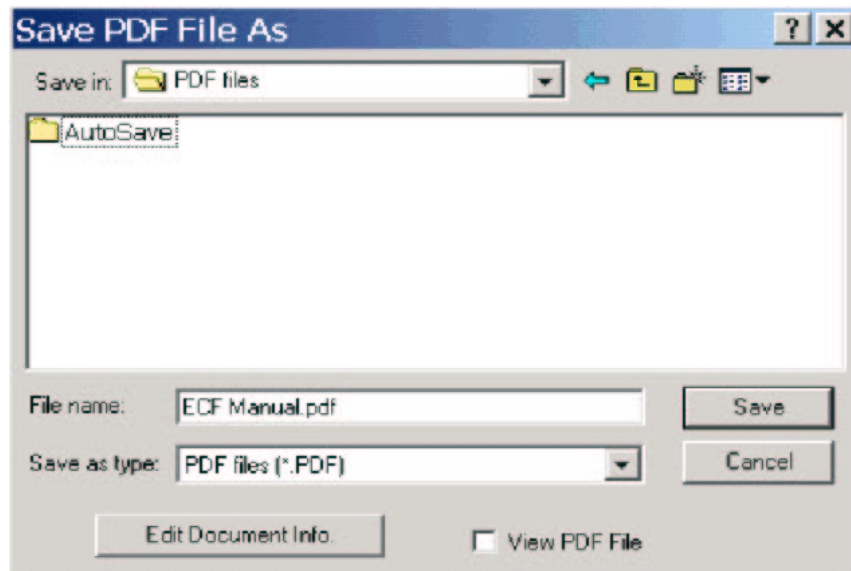
- Install software that will convert documents to a PDF format on your computer.
- Open the saved word processing document to be converted.
- Select the *print* option (generally found in the File menu), and in the dialog box, select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

Note: It may be necessary to find the printer selection option elsewhere depending on the word processing program being used.

- Select **Adobe PDFWriter, Acrobat Distiller, or FinePrint pdfFactory***

Note: *You must have either Adobe Acrobat or FinePrint pdfFactory installed on your computer to see these options.

- Click the **[Print]** button. The file will not actually print; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so that you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window and choosing the appropriate drive or folder.
- Name the file, save as type .PDF (.PDF is generally the default setting), and click the [\[Save\]](#) button. [▲](#)

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks



Documents Filed In Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type (or “event”) from the

menu; or c) posting the document into the wrong case number.

Documents filed in error that cannot be corrected by the user, such as a document posted to the wrong case, must be immediately reported to the Clerk's Office so corrective action can be taken. You will need to provide the case and document number of the document requiring correction. [!\[\]\(529949c2c3dadbaa4e538e8c643454bc_img.jpg\)](#)

Correcting a Misfiled Document

The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted. However, users may re-file the documents *other than motions* using the event "Amended Document (NOT motion)" if you intend to re-file the document in the same case. This event will allow the user to create a link to the incorrect entry as a reference. The user may also add text information to the docket entry to explain the nature of the re-filing. [!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\)](#)

Motions that have been filed incorrectly in the correct case number may be corrected by re-docketing the motion using standard docketing techniques. The drop-down box located on the edit screen will allow the user to pick the word "Amended"; additional text should then be added explaining the correction (i.e., "corrected PDF attached"). More information can be found at [Amended Motions](#). [!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\)](#)


Viewing Transaction Log

This feature, selected from the [Utilities](#) menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, [change your password](#) immediately and notify the Clerk's Office as soon as possible. [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\)](#)

User's Manual

You can download or view the most recent version of the ECF Attorney's User Manual in PDF format from the District Court's web page. Enter <http://www.flnd.uscourts.gov>, when the court's web page opens, click on the [\[Electronic Case Filing\]](#) button located on the left side of the screen. [!\[\]\(3211b5d1d968fc1665909b34f9f16010_img.jpg\)](#)

A Step-By-Step Guide

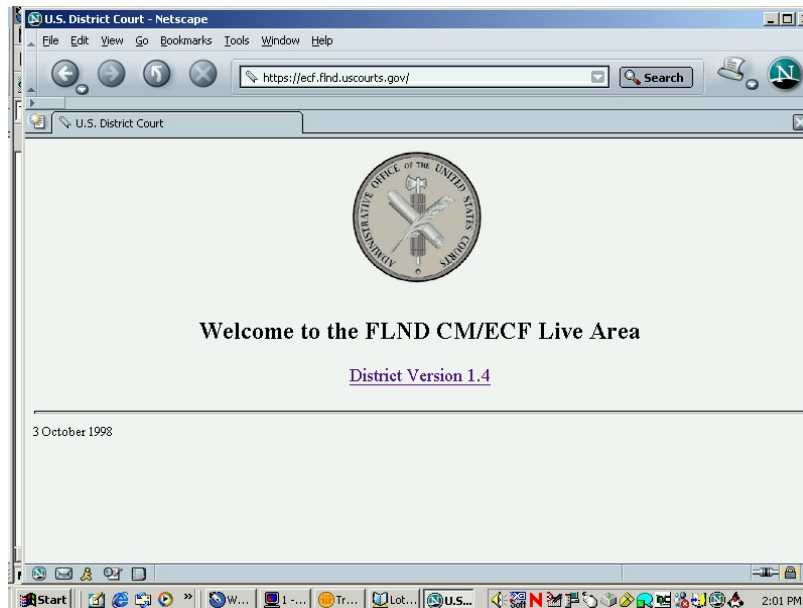
The following is a step-by-step guide for entering ECF, preparing a document for filing, filing a motion or application, and displaying a docket sheet. It is suggested that you go through the steps using the training data base before attempting to file a document using the live database. The **Training Database** may be accessed at the following address: <https://ecf-train.flnd.uscourts.gov>. A training password and login is required and may be obtained through the [court's web site](#). 

Note: The training password is separate from the “live” ECF password and may only be used in the training database.


How to Access the System for Filing and Querying

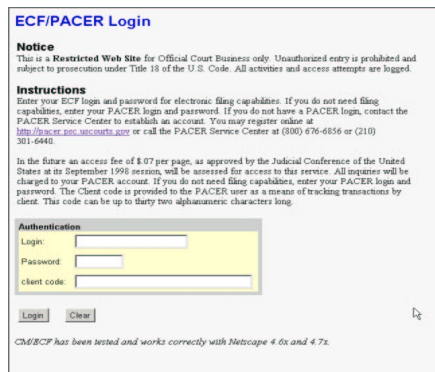
Users can access the system via the Internet at the following address: <https://ecf.flnd.uscourts.gov> , or you may go to the Northern District of Florida’s Web site at www.flnd.uscourts.gov, click on the **[Electronic Case Filing]** button, and click the **[Enter ECF Live]** button.

Click on [District Version x.x](#) hyperlink located in the center of the screen to access ECF.




Logging Into ECF

The next screen is the login screen. Enter your court-issued ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. This login will allow you to both file documents and query for general case information. Please see the section entitled [Query Feature](#) for information about the use of a [PACER](#) login and password on this screen. 



Verify that you have entered your ECF login and password correctly. If not, click on the [\[Clear\]](#) button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the [\[Login\]](#) button to transmit your user information to the ECF system. The “**client code**” field is utilized by PACER’s billing system and will appear on your statement should you access query features that cause you to incur a [PACER](#) charge.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen. “**Login failed either your login name or key is incorrect**”
- Click on the [\[Back\]](#) button on your browser's toolbar and re-enter your correct login and password.

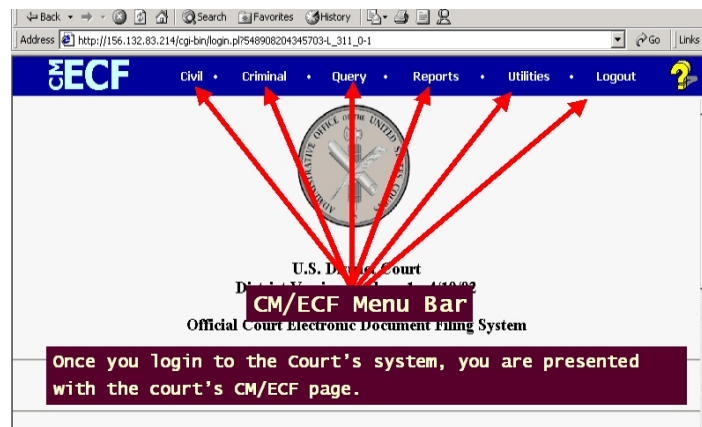
Once the **Main Menu** appears choose from a list of options located on the [blue](#) menu bar at the top of the screen just below the browser’s menu bar. 


Note: The date you ***last logged into the system*** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please contact the Clerk’s Office as soon as possible.

Selecting ECF Features

- ECF provides the following features that are accessible from the [blue](#) menu bar at the top of the opening screen. Some of these features require

the use of a PACER login and password and will result in the incursion of fees.



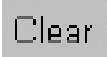
- **Civil:** This option may be used to e-file all civil case pleadings/documents.
- **Criminal:** This option may be used to e-file all criminal case pleadings/documents.
- **Query:** Allows the user to search the Northern District of Florida database by case number, party/attorney name, or filing date and nature of suit to retrieve documents and docket sheets. You must login to [PACER](#) before you can query ECF.
- **Reports:** Allows the user to retrieve docket sheets and cases-filed reports. You must login to [PACER](#) before you can view an ECF report.
- **Utilities:** Allows users to view their personal ECF transaction log, maintain their account information, and access certain [PACER](#) features.
- **Logout:** Allows the user to exit from ECF and prevents further filing with your password until the next time you log in. 

Note: Always logout of an ECF session by selecting **Logout** from the **blue** menu bar. Never close your browser session by mouse-clicking the small "X" located at the top right corner of the browser window.

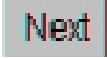


General Rules and Manipulations

Manipulating the Screens

Each screen has the following two buttons

-  clears **all** characters entered in the box(es) or “fields” located on that screen and returns the screen to its original condition.


Note: The [\[Clear\]](#) button will only operate on screens that contain fields that may be manipulated by the user. [\[Clear\]](#) does not modify screens that contain static text.

-  or  accepts the information added by the user to a screen and causes the system to display the next screen (if applicable). 

Note: Once a PDF document is transmitted to the court using the [\[NEXT\]](#) button located on the last screen of your entry, changes or corrections may only be made by the court.

Correcting a Mistake

Use the [\[Back\]](#) button on the browser’s toolbar to go back and correct an entry made on a previous screen.

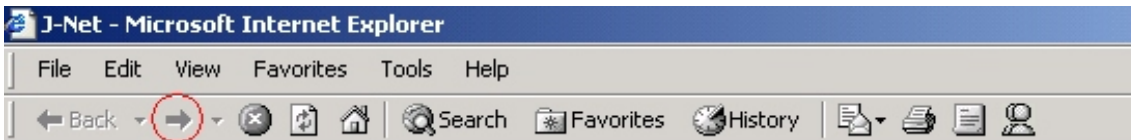
Note: Never use the **Forward** button located on the browser’s toolbar as ECF will not recognize the changes that you have made. Use the navigation buttons located on the ECF portion of the screen instead and continue entering information on each screen as requested. 

The [\[Back\]](#) button is generally located in the top left portion of the browser tool bar, above the blue CM/ECF menu bar:



Note: The [\[Back\]](#) button cannot be used once the final [\[Next\]](#) button has been clicked on the last docketing screen prior to the creation of the Notice of Electronic Filing.

The browser menu bar also contains a [\[Forward\]](#) button that may appear as shown below:



The [\[Forward\]](#) button should not be used while docketing. If a user needs to return to a previous screen to make a correction, then the ECF navigational buttons located on the screen beneath the blue ECF menu bar should be utilized to move forward through the entry so that the change will be recognized by the system. [▲](#)

Aborting an Entry

Docket entries can be completely aborted by clicking on any option located within the *blue* menu bar before clicking [\[Next\]](#) on the final **Attention!!** screen. [▲](#)

Documents Requiring Original Signatures

Documents that must contain original signatures or require either verification or an unsworn declaration under any rule or statute shall be filed electronically in PDF format. The originally executed copies must be maintained by the filer for a period of two years or until the appeal time has expired, whichever is greater. [▲](#)

Documents Submitted in Paper Form

All documents submitted in paper form must contain an original signature. Electronic signatures are only applicable to e-filed documents. [▲](#)

Documents Requiring Electronic Signatures

Electronically filed documents must contain an electronic signature in the form of s/ located on the traditional signature line above your signature block. The signature block itself should contain the information noted in the Local Rules; the court also requests the addition of your email address to the signature block. The s/ name should match the name found at the end of the docket entry. [▲](#)

EXAMPLE: s/Attorney's Name
 Attorney's Name
 Bar #
 Firm Name

Address
City, State, Zip
Office Phone #
Fax #
Email address


Filing on the Behalf of Another Attorney (FAQ)

Click [here](#) for more information.

Joint Pleadings

In the case of a stipulation or other document to be signed by two or more persons, the following procedure is suggested:


- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
- (b) The filing party or attorney shall then file the document electronically, indicating the signatories, e.g., "s/Jane Doe,,, "s/John Doe,,, etc.
- (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures for a period of 2 years or until the time for all appeals has expired, whichever is greater.

Attorneys should discuss and agree on an applicable filing procedure should the suggested procedure be insufficient. However, all implemented procedures should contain step c). 


E-Mail Notification of Documents That Were Filed

After a pleading is e-filed, the system sends a Notice of Electronic Filing (NEF) to the designated attorneys who have registered with the Court for e-filing. Individuals who receive electronic notification of the filing are permitted one "free look at the document by clicking on the associated hyperlinked document number embedded in the NEF. The filer is permitted one free look at the document to verify that the pleading was properly docketed.

Note: If the attorney chooses to add the email address of his or her support staff to their user account, all addresses will receive an NEF. The primary e-mail address belonging to the attorney and *the first cc person to access the associated PDF document* will receive the “one free look”. All other recipients will be charged by [PACER](#) for viewing the document. PDF files may be saved to your hard drive.

Only users accessing a PDF document through the NEF in a criminal, magistrate, or social security case using an attorney ECF password and login are authorized to view the document. 

It is the responsibility of filer to send hard copies of the pleading and the NEF to any attorney or pro se party whose name appears at the bottom of the NEF under the heading “Notices will not be electronically sent to:”.

Pro se parties will not have access to e-file and must be served with a hard copy of all filed pleadings unless that party is also an attorney admitted to practice within the Northern District who has previously registered for e-filing. 

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select the Party” box, click on [Add/Create New Party](#). The screen depicted below will appear.



NOTE: Only individuals or organizations **that are a party to the action** should be added as a party to the case. Do not add a party simply because you were required to serve them by law unless they are specifically named on the complaint (e.g., the U.S. Attorney for this District or the U.S. Attorney General).

You must first perform a search to see if your party has already been entered in the ECF system. Type the first few letters of the party's last name for an individual or the first few letters of the company name. Although system searches are not case sensitive, this district requires that all new parties be added in UPPER CASE format. Click [\[Search\]](#).

Note: Before adding a party, check your case number to ensure that you are working in the correct case. Then, thoroughly search for the party's last name or the company's name before adding a new record to the database.

Example of an incorrect search parameter: **The** Florida Bar

Example of a **correct** search parameter: Florida Bar



If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click [\[Select name from list\]](#). Review the party information and **select the party's role** (i.e., plaintiff, defendant, etc.) for this filing. Click [\[Submit\]](#).

NOTE: **Incorrectly added parties will be periodically updated by the systems administrator but may appear on your pick-list from time to time. Always choose an existing party that is properly formatted over one that was added incorrectly when presented with a list of possible matches.**

Correct Example: JOHN W SMITH JR

Incorrect Example: John W. Smith, Jr.

If a match is not found or your party does not appear in the list, click [\[Create new party\]](#) as shown below:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and the word 'Civil'. Below the header, the text 'Search for a party' is displayed. Underneath, there is a search form with a label 'Last/Business name' followed by a text input field. Below the input field are two buttons: 'Search' and 'Clear'. Below the search form, the text 'Party search results' is displayed. Underneath, the text 'No person found.' is displayed. At the bottom of the search results area, there is a button labeled 'Create new party' which is circled in red.

ECF displays a screen with the “Last name” field completed using the search criteria that was entered on the “search for party” screen.

The screenshot shows the ECF Party Information form. The form is titled 'Party Information' and contains several fields. The 'Last name' field is populated with 'SMITH'. Other fields include 'First name', 'Middle name', 'Generation', 'Title', 'Role' (set to 'Defendant (dft.pyt)'), 'Pro se' (set to 'no'), 'Prisoner Id', 'Office', 'Unit', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County', 'Country', 'Phone', 'Fax', 'E-mail', 'Party text', and 'Start date' (set to '3/3/2004'). The form is displayed in a Microsoft Internet Explorer browser window.

- For a company, enter the entire company name in the **Last Name** field **using all capitalization**, i.e. FLORIDA BAR. Choose the appropriate “**Role**” (i.e., plaintiff, defendant, etc.) from the drop down list. Click [\[Submit\]](#). Leave all other fields blank.
- For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, and **Generation** fields as appropriate **using all capitalization**, i.e. ROBERT

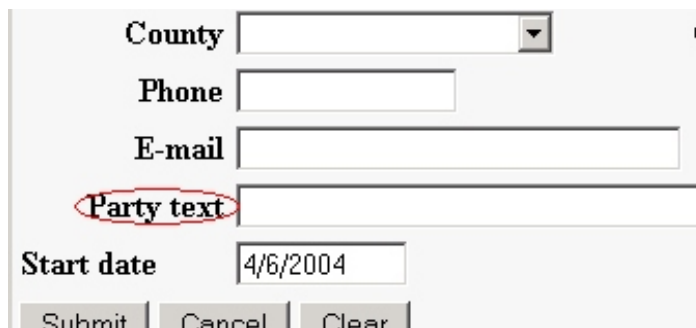
WINSTON CHURCHILL. Choose the appropriate **“Role”** from the drop down list. Click **[Submit]**. Leave all other fields blank.

NOTE: Do not add text to the **"Title"** field. See ["The Party Text Field"](#) below for more information.

- The “Start Date” is filled in automatically and should not be changed.

The Party Text Field

Use the "Party text" field to add additional information to describe your party. Information added to this field is case specific and will not be transferred to all cases in the system using that particular party name. [▲](#)



Example:

Last Name Field	=	ABC CORPORATION
Party Text Field	=	A FLORIDA CORPORATION
First Name Field	=	JOHN
Middle Name Field	=	H
Last Name Field	=	SMITH
Party Text Field	=	WARDEN

Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.

Party Information

Last name	SMITH	First name	
Middle name		Generation	
Role	<div> <div>Defendant (dft:pty)</div> <div>▼</div> </div>		
Prisoner Id	Consol Third Party Plaintiff (con3pl:pty)		
Unit	Counter Claimant (cc:pty)		
Address 2	Counter Defendant (cd:pty)		
City	Creditor (cr:pty)		
County	Cross Claimant (crc:pty)		
Phone	Cross Defendant (crd:pty)		
E-mail	Custodian (cust:pty)		
Party text	Debtor-in-Possess (dbpos:pty)		
Start date	Defendant (dft:pty)		
	Garnishee (gar:pty)		
	In Re (inre:pty)		
	Interested Party (ip:pty)		
	Interpleader (intpl:pty)		
	Intervenor (intv:pty)		
	Intervenor Defendant (intvd:pty)		
	Intervenor Plaintiff (intvn:pty)		

Submit Cancel Clear

Once selected, the party type will appear in the "Role" field as shown below:

Party Information

Last name	SMITH	First name	
Middle name		Generation	
Role	Defendant (dft:pty)		



Linking Documents (Refer to Existing Event)

Some pleadings should be linked to related documents in the case. When filing these types of documents you may be presented with the following screen:

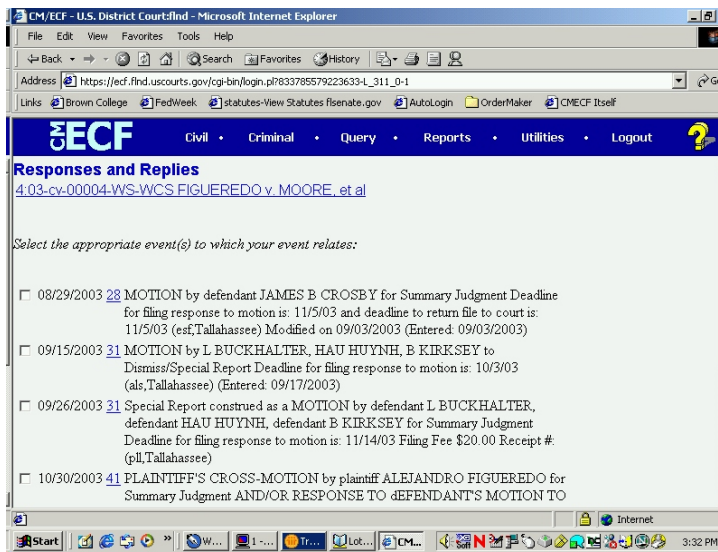
ECF Civil

Other Documents

☐ Refer to existing event(s)?

Next Clear

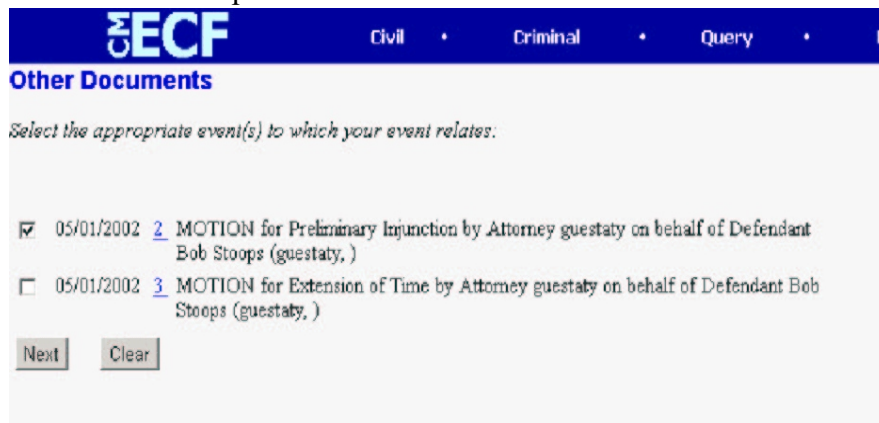
Users may also be presented with a pick list of documents that may be linked to the current docket entry. The pick list may appear as follows:



To link documents to a previously filed document, place a check in the box in front of “Refer to existing event(s)?”. Click [\[Next\]](#).



You will now be presented with a list of documents similar to that shown below:



Click the checkbox for the document(s) you wish to link to and click [\[Next\]](#). You must link to at least one document from the list. If you have arrived at this screen in error, click the [\[Back\]](#) button on your browser and remove the check from the checkbox before the question “**Refer to existing event(s)?**”. You will then be able to continue moving through the event without linking to a document. [▲](#)

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.

Filing a Civil Complaint/Notice of Removal

The Court will accept complaints and removal notices sent by U.S. Mail or delivered in person to the Clerk's office.

Note: Complaints/Removals may not be filed electronically in this district.

The Filer must present the Clerk's Office with a Civil Cover Sheet ([JS-44](#)), the complaint, summonses (if applicable), and a check, money order, or credit card in the amount of \$150.00. Parties proceeding in forma pauperis should submit a Motion to Proceed In Forma Pauperis in lieu of the \$150.00 filing fee.

The case will be opened by the Clerk's Office and all electronic filing participants attached to the case will receive an electronic notice (NEF) that the complaint was filed. This notice contains the case number, document number and a hyperlink to the complaint. Case participants can then file their documents electronically in the case. [▲](#)

Filing Documents in Civil Cases

Note: Sealed documents may not be filed electronically and must be submitted to the Clerk during normal business hours for filing. [▲](#)

Civil Events Feature

Registered filers will use the **Civil** menu option to electronically file (or “e-file”) PDF documents with the Court in all civil and civil miscellaneous cases.




This section of the User's Manual describes the step-by-step process for e-filing a

Motion. The process will be similar when filing other types of pleadings.

Attorneys are encouraged to follow along with this example using an ECF **training** login and password after accessing the following web site:

<https://ecf-train.flnd.uscourts.gov>

Note: Training passwords and logins are different from the “live” password and login and are available on the [CM/ECF webpage](#). Both attorneys and non-attorneys may use the training passwords and logins. 

Steps for Filing in a Civil Case

1. Select the type of document to file

Using your mouse, select **Civil** from the **blue** menu bar. The Civil Event window opens displaying all of the “events”, or document types, from which you may choose for your filing.

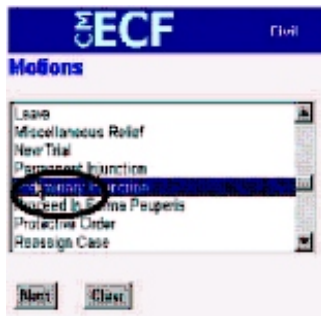
Under the “**Motions and Related Filings**” category, select [Motions](#).



The “**Motions**” screen appears and displays a motion selection field. This list is in alphabetical order. Selections may be made by scrolling through the menu until you find the type of motion you wish to file. The motion type is selected by clicking on the name.

Tip: On your keyboard, you can hit the first letter of your motion type, i.e. “P” and the system will take you to the category of motion types beginning with the letter “P”. You can continue to hit the “P” on the keyboard and it will take you through that category. This will not work if you are selecting more than one motion type for your filing.

If you are filing a motion that contains more than one request, you may select all options that apply by clicking on the first option, pressing the control key down (Ctrl), and clicking on other desired reliefs. Click the [\[Next\]](#) button after selecting the desired motion type(s). For demonstration purposes, “**Preliminary Injunction**” has been selected. [▲](#)




2. Enter the case number in which the document is to be filed

A new “**Motions**” screen opens with a Case Number field. Enter the number of the case in which you are filing the motion and click on [\[Next\]](#).

A screenshot of the CM/ECF web interface. At the top is a blue header with the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, and Ut. Below the header is a section titled 'Motions'. It contains a 'Case Number' label above a text input field. The input field contains the text '99-12345'. To the right of the input field, a yellow tooltip box displays the text '99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

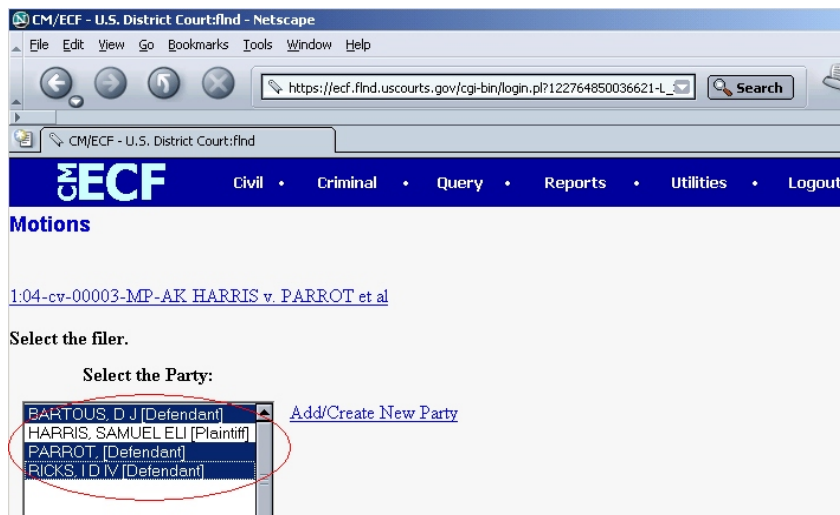
If the number is entered incorrectly, click [Clear](#) to re-enter. Case numbers may also be re-entered by highlighting the number with the mouse and typing the new number in its place.


If the computer prompts that you entered an invalid case number, click on the [\[Back\]](#) button and enter the correct case number.

When the case number is correct, click on [Next](#) . 

3. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by selecting the first party, pressing and holding down the control (Ctrl) key, and selecting the remaining parties as shown below:



After selecting the parties, click on the [\[Next\]](#) button. 

Note: All parties should have been added to the case when it was opened. If your party does not appear, double check to make sure you are filing in the correct case. See the section of this manual titled “[Add/Create New Party](#)” for more information.

4. Creating an Attorney/Party Association

If this is the first e-filing made by an attorney for a party, the system will ask the user to make a party/attorney association as shown in the example below:

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[1:04-cv-00003-MP-AK HARRIS v. PARROT et al](#)

The following attorney/party associations do not exist for this case.
 Please check which associations should be created for this case:

☐ BARTOUS, D(pty.dft) represented by hitchcock, alfred (aty)

☐ PARROT, (pty.dft) represented by hitchcock, alfred (aty)

☐ RICKS, I(pty.dft) represented by hitchcock, alfred (aty)

If you intend to represent the filing party in this case, check the box located to the left of the party's name and then click [\[Next\]](#). Creating an attorney/party association will cause the filing attorney's name to be added to the docket sheet. The filing attorney will also receive Notice of Electronic Filings (NEFs) in the case.

If you are filing for an attorney who is unavailable (i.e., on vacation, out of the office, etc.), you are using your own ECF password and login, and you do not intend to represent the party in this action, **do not** check the association box(es) and click [\[Next\]](#). Your name will not be added to the docket sheet header, you will not be an attorney of record in the case, and you will not receive NEFs regarding future filings. [▲](#)

5. Specify the PDF file and location for the document to be filed

The screen depicted below displays a field for locating and entering the PDF file of the document you are filing:


ECF Civil • Criminal • Qu

Motions
[1:04-cv-00003-MP-AK HARRIS v. PARROT et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

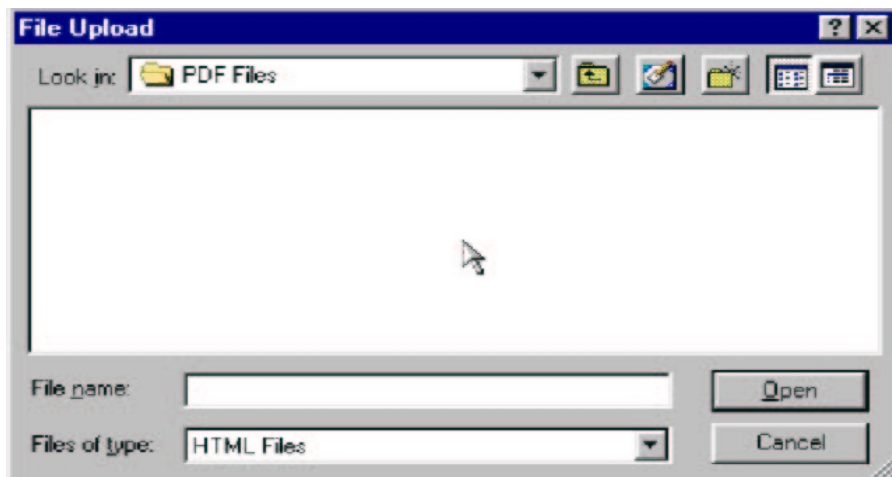
Filename

Attachments to Document: ☒ No ☐ Yes

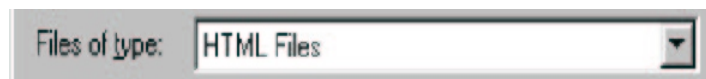
Note: You must attach an electronic copy of the pleading when prompted by the system. ECF will not let you continue with your entry until a PDF file is selected. All documents that you intend to e-file in ECF **MUST** reside in **PDF** format. Documents submitted in formats other than PDF will cause an error message to appear, and the user will have the opportunity to click the [\[back\]](#) button to return to the document selection screen. 

Click on the [\[Browse\]](#) button to access your PDF files located on your network or local hard drive.

The [\[Browse\]](#) button opens the “file upload” screen and allows you to move to the applicable drive and folder to find your PDF file.



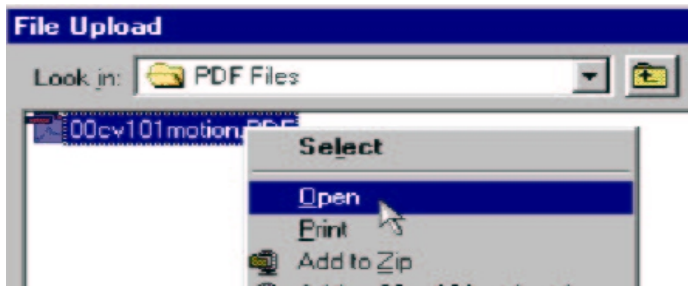
Make sure "Files of type" field indicates “All Files (*.*)” as some browser versions will default to files of type HTML as shown below:



Correct “Files of Type” selection by clicking on the down-arrow and choosing “All Files (*.*)”.




Navigate to the appropriate directory and file name to select the PDF document you wish to file. Right mouse click on the appropriate file name to open a **quick menu** and left mouse click on the [open](#) menu option. Adobe Acrobat or Acrobat Reader (available free from www.Adobe.com) will launch and open the PDF document that you selected. You should view it to verify that it is the correct document as **incorrectly filed documents will not be removed from the case once filed.**



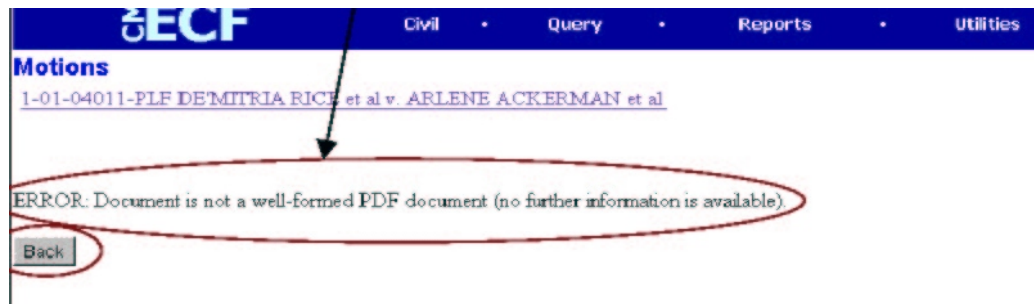
Once you have verified that the document is correct, close or minimize Adobe Acrobat and click on the **[Open]** button located at the bottom right corner of the “**File Upload**” box. ECF closes the “**File Upload**” screen and inserts the PDF file name and location in the “**File Name**” field.

If there are no attachments (attachments may include items filed in support of your pleading if they have been stored in a different file from the main pleading body) to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 9, “**Modifying Docket Text**” to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted below. Then click **[Next]** to proceed with the first step in Section 6, “**Adding Attachments to Documents Being Filed**”. 

Error Messages

In the event you selected a file that is *not* in PDF format, ECF will display the following error message after you click on the [\[Next\]](#) button.



Click on the [\[Back\]](#) button to return to the previous screen, click the [\[Browse\]](#) button, find and right-click the appropriate PDF file, minimize or close Adobe after previewing the file, and click the [\[Open\]](#) button (as described above). [▲](#)

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



Clicking the [\[OK\]](#) button will return you to the **Motions** screen and will allow you to find and select a PDF file.

Note: You cannot proceed without attaching a PDF document. [▲](#)

6. Adding attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step by clicking on the [\[Yes\]](#) radio button, a new **Motions** screen appears (shown below). This screen will refresh each time an additional file is attached to your pleading until you click the [\[NEXT\]](#) button at the bottom of the screen.

NOTE: Each file may be 5 megabytes (MB) in size or less. Files over 5MB will not be accepted by the system and must be split into two or more smaller files.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on [\[Browse\]](#) to search for the PDF file of the attachment. Files are selected in the same manner as noted above. Click on the arrow next to the field for attachment “**Type**” and highlight the appropriate menu option. You may leave the **Type** field blank if the

options in the drop-down menu do not apply to your pleading.

1) Enter the **pdf** document that contains attachment (for example: C:\

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments complete, click on the Next button.

The “**Description**” field must be completed if you have chosen to leave the “**Type**” field blank. “**Description**” may also be used in conjunction with the “**Type**” field if you wish to describe your attachment more fully.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).


Filename

2) At your option, select a document type and/or enter a description.

Type **Description**


Click [\[Add to List\]](#) to instruct the system to upload that specific file to the court’s server. Files that do not appear in the add to list box (see below) will not be uploaded/filed.

3) Add the filename to the list box below. If you have more attachments, go back to complete, click on the Next button.

ECF will then refresh the screen allowing the user to attach another file to the entry. The sequence outlined above should be completed for each additional attachment. After adding all of the desired PDF documents as attachments, click on [\[Next\]](#). 

NOTE: Each attachment may be up to 5 megabytes in size.
--

Proposed Orders

Proposed orders should not be uploaded in PDF format as attachments. Instead, proposed orders should be saved in word processing format and emailed to the applicable judge's email address. A [list](#) of email addresses may be found on the Court's Internet web site. 

7. When attachments and exhibits are in paper format

All attachments or exhibits in paper form should be scanned using a scanner and

appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 5 MB in size) and attached for e-filing using the procedure outlined above.

Tip: Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's Office is using a scanner resolution of 200 x 200 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

- E-file a pleading indicating that certain attachments have not been scanned and will be, instead, filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading. [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\)](#)

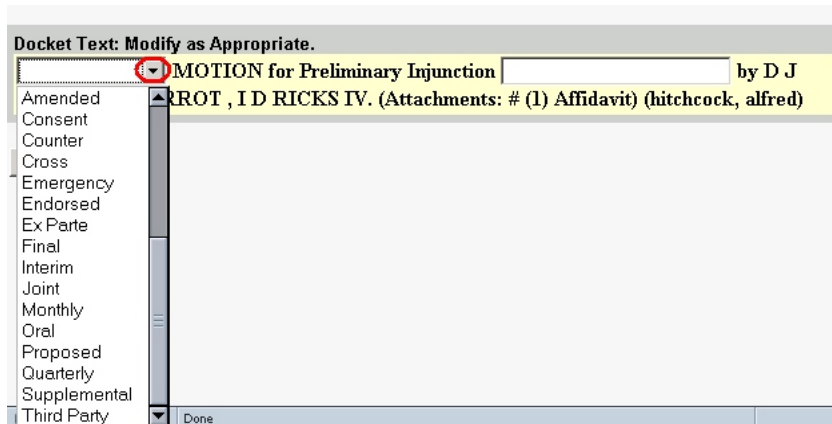
8. When Filings Contain Both Sealed and Unsealed Parts

Some filings contain both sealed and unsealed portions (e.g., attorney time records). The ECF system will not allow you to file a sealed document. Therefore, attorneys are instructed to file the unsealed portion electronically, print the resulting NEF, attach the NEF to the sealed portion of the filing, and submit both the NEF and the sealed documents to the clerk.

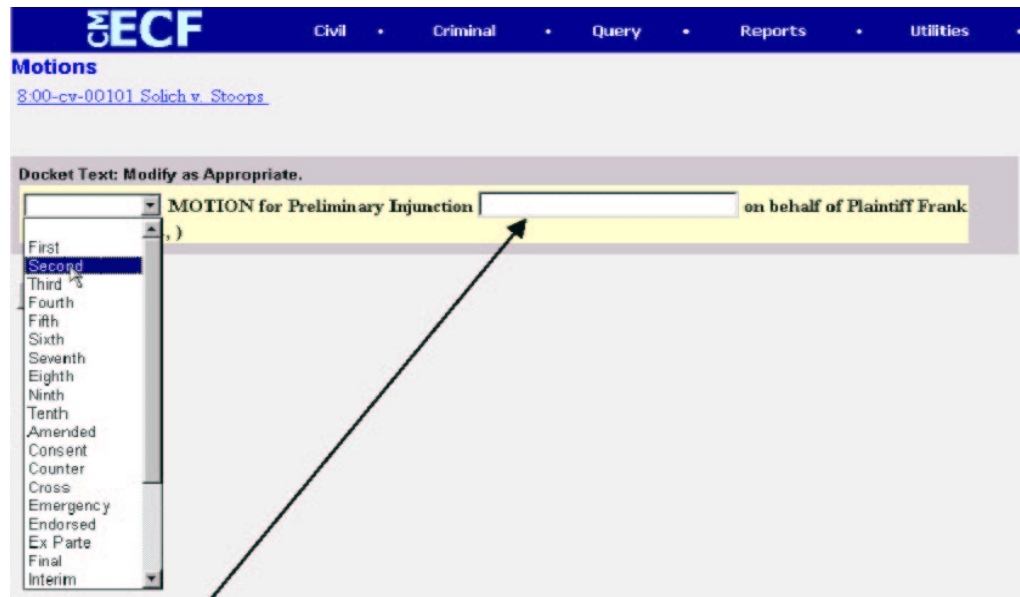
Note: Sealed motions and documents must be filed with the Clerk in their entirety during normal business hours. [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#)

9. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate. **This field may remain blank if none of the options apply to your pleading.**




Click in the open text area (shown below) to type additional text for the description of the pleading. This field will support 250 characters of text. This area may also be used to describe the situation surrounding your filing. For instance, if you file a motion and attach the wrong PDF file, you should file the motion *again*, choose *Amended* from the “Type” pick list, and then add text to indicate that the amended motion is being filed to correct an attachment error. [\[A\]](#)




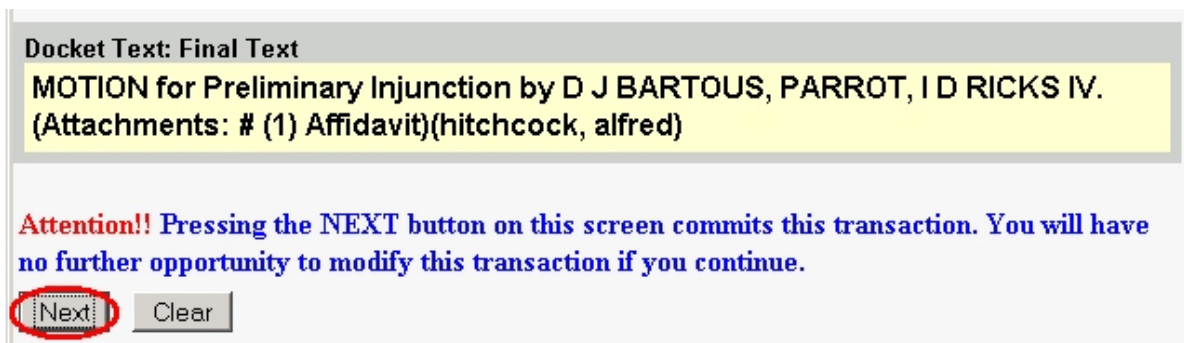
Note: Documents other than motions may be amended using the event “**Amended Document (NOT motion)**”.

10. Submit the pleading

Click on the [\[Next\]](#) button. A new **Motions** window appears with the complete text for the docket report (shown above).

Review the docket text and correct any errors. All text supplied by the user will appear in italics. Review this text for typos or spelling errors. If you need to modify this data, click the [\[Back\]](#) button on the Netscape toolbar to find the screen you wish to alter. Once you have corrected the error, continue with the entry using the navigational buttons located on the ECF screen. **DO NOT use the FORWARD button**, located on the browser's tool bar, as ECF will not recognize the changes that were made. 

Changes regarding pleading attachments: Typos found in the name of pleading attachments must be corrected by clicking the [\[Back\]](#) button until you reach the attachment screen (See 6. Adding attachments to documents being filed). Remove the file associated with the incorrectly typed label and re-add it as noted in section 6. The filer must then proceed with the entry using the navigational buttons located below the **blue** menu bar. 



Docket Text: Final Text

MOTION for Preliminary Injunction by D J BARTOUS, PARROT, I D RICKS IV.
(Attachments: # (1) Affidavit)(hitchcock, alfred)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

[Next](#) [Clear](#)

Please note the **Attention!!** warning message shown in the example above in red and blue. Clicking the [\[Next\]](#) button at this time will commit the transaction to the docket. If you wish to abort the entry or return to a previous screen, you must do so *before* clicking the [\[Next\]](#) button.

Entries may be aborted by clicking on any menu option located in the blue menu bar.

11. Notice of Electronic Filing (NEF)

Clicking [\[Next\]](#) in the screen shown above opens a new **Motions** window displaying an ECF filing receipt henceforth referred to as an “NEF”.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
 Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:/WINDOWS/Desktop/CoFC.pdf
Electronic document Stamp:
 [STAMP doccfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]


8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
 DONNELL, YOUNG LAW FIRM
 72 Beacon Street
 Boston, MA 02108

The NEF provides confirmation that ECF has registered your transaction and that the pleading is now an official court document. It also displays the date and time of your transaction, the attorney who filed the document, the docket entry number that was assigned, the docket text, the names and e-mail addresses of attorneys who were served electronically, and the names and addresses of those who require service by U.S. mail.


For future reference, it is suggested that you note the document number assigned on your copy of the PDF file residing on your hard drive.

Note: The **NEF** represents your Certificate of Service. The NEF may be saved to your hard drive or printed. NEFs are also available through the docket report; [PACER](#) charges will apply if retrieved in this manner. 

Saving or Printing an NEF:

- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

ECF will electronically transmit the NEF to the attorneys of record in the case who have registered for e-filing. The NEF also displays the names and addresses of individuals who will **not** be electronically notified of the filing. **It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.**

Note: Only the attorneys of record in a social security case may remotely view PDF documents as social security cases are protected from general public access over the Internet. Sealed documents cannot be viewed except by the court. 

Criminal Events Feature

Sealed Documents

Sealed documents may not be filed electronically and must be submitted to the Clerk during normal business hours for filing. [▲](#)

Steps for Filing in a Criminal Case

After successfully logging into ECF, follow these steps to e-file a pleading.

1. Select Criminal from the blue menu bar



The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in a criminal case. The process is similar for filing other pleadings in ECF.

Click on “**Motions**” under Motions and Related Filings as shown below. [▲](#)



2. Enter the case number in which the document is to be filed

Enter the number of the case in which you are filing a motion and click on [\[Next\]](#).

Civil

Criminal

Query

Motions

Case Number

99-12345, 199-cv-12345, 1-99-cv-12345, 99cv12345, or 199cv12345

Next

Clear

Note: Case numbers may be entered in any of the formats shown above.

If the case number has been entered incorrectly, click [\[Clear\]](#) to re-enter. If the computer prompts that you entered an invalid case number, click [\[Back\]](#) to re-enter. When the case number is correct, click [\[Next\]](#).

If you enter a case number using the 99-12345 format, you may see the following screen:

There is more than one case that matches the number entered; select the appropriate case below.

☒ 1:04-cr-00003-SPM-AK - USA v. GARCIA
☐ 3:04-cr-00003-LC - USA v. ESTRADA-FLORES
☐ 4:04-cr-00003-RH-WCS - USA v. ROLLINS et al
☐ 5:04-cr-00003-MCR - USA v. GAYLE
☐ 1:04-mj-00003-AK - USA v. MILLER
☐ 3:04-mj-00003-MD - USA v. MECCA
☐ 5:04-mj-00003-LB - USA v. WELLS

Next

Clear

Check the box in front of the appropriate case and click [\[Next\]](#).



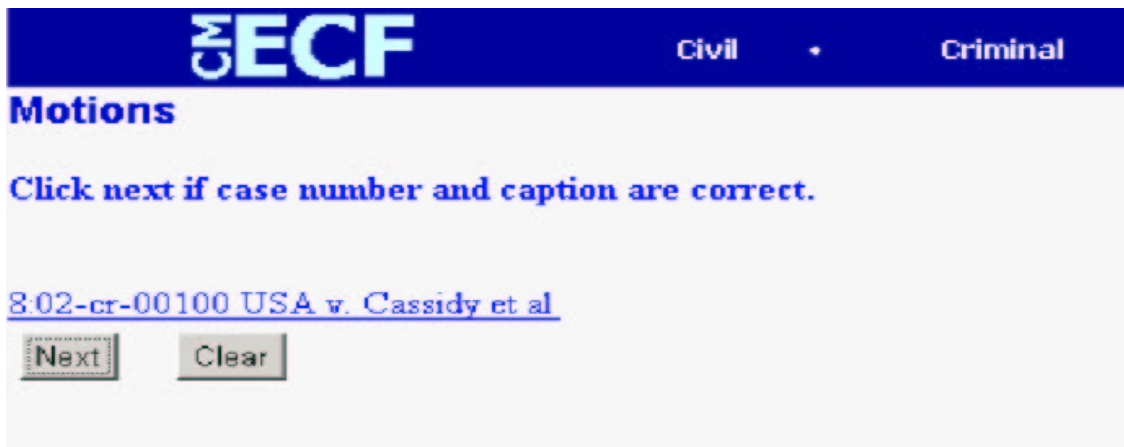
3. Designate the defendant(s) to which the filing relates

Click in the boxes to place a check next to each defendant's name to which the filing relates. If it relates to all defendants in the case, check the box for "**All Defendants**" and leave the other boxes unchecked. Click on [\[Next\]](#) when finished selecting defendants. [▲](#)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed. The main area is titled "Select defendants" and contains three checkboxes: "8-02-cr-100-1 - Butch Cassidy", "8-02-cr-100-2 - Sundance Kid", and "All defendants". The "All defendants" checkbox is checked. At the bottom of the selection area are two buttons: "Next" and "Clear".

4. Verify the case number and caption are correct



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed. The main area contains the instruction "Click next if case number and caption are correct." followed by the case number and caption "8.02-cr-00100 USA v. Cassidy et al" which is underlined. At the bottom of the verification area are two buttons: "Next" and "Clear".

5. Designate the party(s) filing the document

Highlight the name of the party or parties filing the motion. Click on the [\[Next\]](#) button.

Select the filer.

Select the Party:

USA, [Plaintiff]	▲
ROLLINS, CULLEN LORENZO JR(1) [Defendant]	
MCKINNEY, MAURICE PERNELL (2) [Defendant]	

The **Motions** screen appears and displays a motion selection field.

Acquittal	▲
Alter Judgment	
Amend/Correct	
Appeal In Forma Pauperis	
Appear	
Appear Pro Hac Vice	
Appoint Counsel	
Appoint Expert	▼

Menu options may be selected using multiple techniques:

- Use the mouse to scroll through the menu options and click on the desired motion “relief”;
- Use the arrow keys on your keyboard to move through the menu options and select the desired motion “relief”; and
- Type the first letter of the desired relief on your keyboard. This technique will take you directly to the beginning of the alphabetical listing for all motion “reliefs” beginning with that letter. The user may continue moving through the list by repeatedly striking the initial letter on the keyboard.

For demonstration purposes, highlight "Suppress" and click on [\[Next\]](#). [▲](#)

Note: Multiple motion “reliefs” may be selected *within the same menu category* using the mouse and the control [Ctrl] key. The user should first click on the initial relief, press the control key on the keyboard, and select additional reliefs applicable to the pleading.

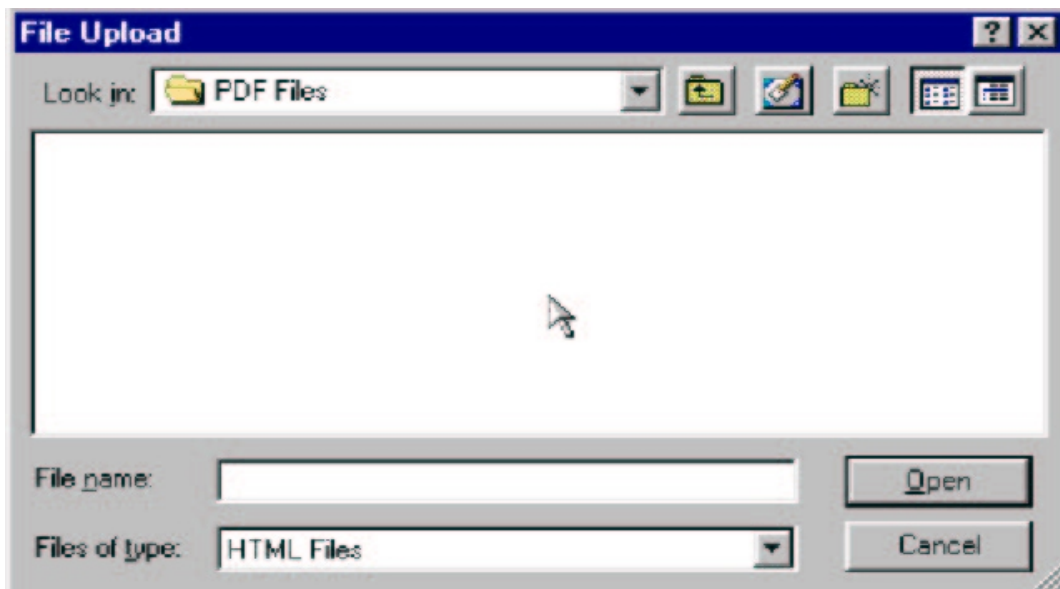
This technique should only be used when the selections are related to the motion request as a whole. Do not select multiple reliefs if they involve unrelated requests such as a “Motion to Appear Pro Hac Vice” and a “Motion for Summary Judgment”.

6. Specify the PDF file and location for the document to be filed

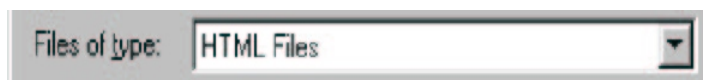
A field is now displayed for locating and entering the PDF file of the document (pleading) you are e-filing.

Note: ECF only accepts files in portable document format (PDF). E-filers must attach a PDF-formatted electronic copy of the pleading when prompted by the system.

Click on the [\[Browse\]](#) button to open the file upload screen.



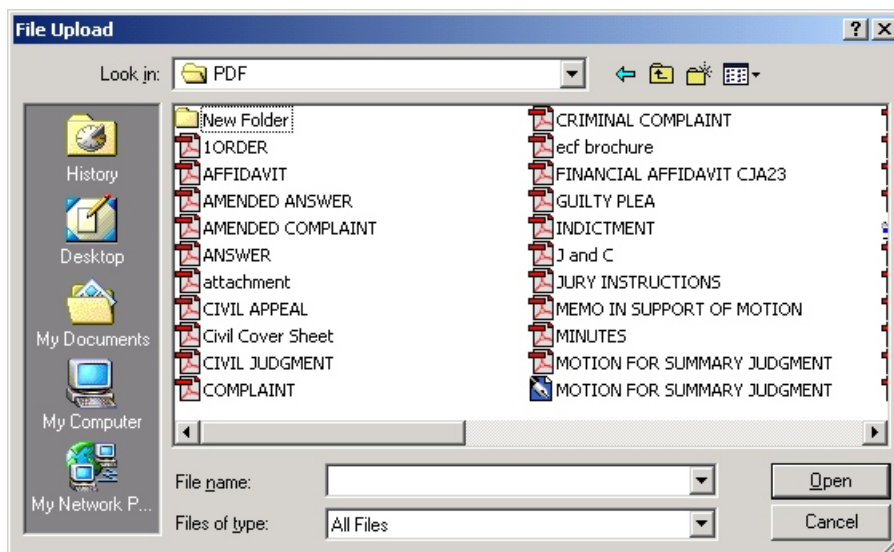
Depending on your browser, you may need to change the **Files of type** from:



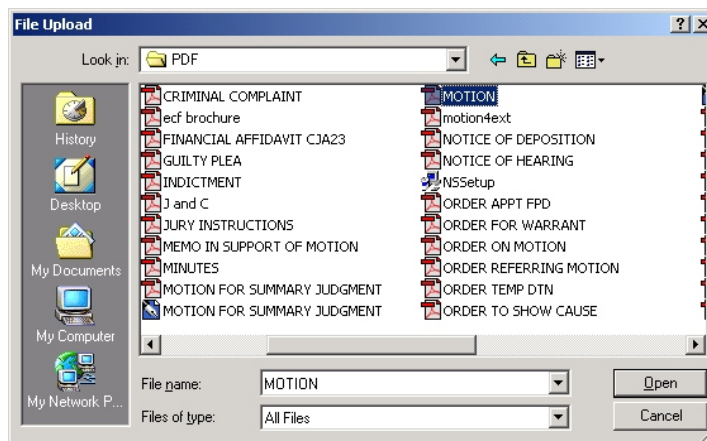
to:



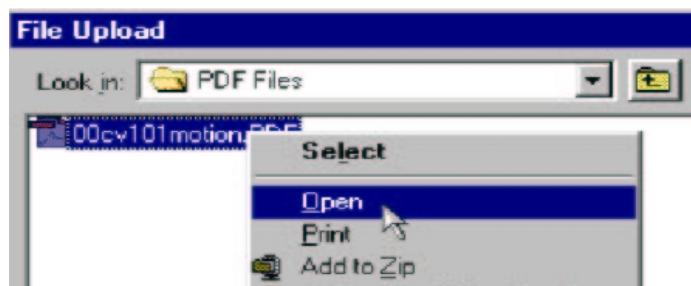
Navigate to the appropriate directory and file name to select the PDF document you wish to file.




Highlight the file to upload.




Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]** (see below). Adobe Acrobat or Adobe Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document as documents will not be removed from a case once filed.



Once you have verified the document is correct, close or minimize Adobe Acrobat and click on the **[Open]** button. ECF closes the “**File Upload**” screen and inserts the PDF file name and location (known as the “path”) in the Filename field on the Motions screen. Click **[Next]**. 

Error Messages

In the event you selected and highlighted a file that is **not** in PDF format or you have selected a damaged PDF file, ECF will display the following error message after you click on the **[Next]** button. 

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

ECF Civil • Query • Reports • Utilities

Motions
[1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

If you have selected a file that is not in PDF format, click the [\[Back\]](#) button and then [\[Browse\]](#) again to find the correct file. Select and highlight the PDF file for your pleading and proceed as before.

Damaged PDF Files

If you have selected a PDF file and have received an error message, it is possible that the PDF file is damaged. To repair a damaged or poorly formatted PDF file, minimize your browser and follow the instructions below:

1. Open the original word processing file.
2. Click on ***File*** and ***Save as...***
3. Give the word processing document a new name (i.e., different from the original name).
4. Convert the new word processing document into PDF.
5. Maximize your browser.
6. Click the [\[Back\]](#) button until you return to the file upload screen:

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

7. Click the **[Browse]** button and select the new PDF file that you created. Then click **[Next]**. [▲](#)

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below:



Clicking on **[OK]** will return you to the **Motions** screen. You cannot proceed without attaching a PDF document. [▲](#)

7. Add attachments to documents being filed

If there are no attachments to the motion, click on **[Next]**. Go to Section 9, **"Modify Docket Text"**, to proceed.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted below by clicking on the "yes" radio button. Then click **[Next]**.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

O:\CM-ECF\PDF\MOTION FOR SUMM Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

Click on [\[Browse\]](#) to conduct a search for the appropriate attachment(s) as explained in [Section 6](#).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type

Description

<input type="text"/>	<input type="text"/>
----------------------	----------------------

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. click on the Next button.

<div><div></div><div></div><div></div><div></div><div></div></div>	<input type="button" value="Add to List"/> <input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

Click on the arrow next to the field for attachment “**Type**” to open the picklist. Highlight the type of attachment from the displayed selection. Leave this field blank if the options do not apply to the attachment.

To describe the attachment more fully or if the “**Type**” menu selections do not apply, click in the “**Description**” box and enter information describing the attachment.

Note: Users may use both the **type** and **description** fields when describing an attachment. All attachments must be described using at least one of these options.

Click [\[Add to List\]](#). The attachment will now appear in the **list box** as shown below.

3) Add the filename to the list box below. complete, click on the Next button.


MOTION.pdf	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

The screen will then refresh allowing the user to add additional attachments by repeating the sequence above.

Note: To make any correction to the **list box** or to the **type** and **description** fields, the user must click [\[Remove from list\]](#) and repeat the steps above for attaching a PDF file.

After adding all of the desired attachments to the **list box**, click on [\[Next\]](#). 

Proposed Orders

Proposed orders should not be uploaded in PDF format as attachments. Instead, proposed orders should be saved in word processing format and emailed to the applicable judge's email address. A [list](#) of email addresses may be found on the Court's Internet web site. 

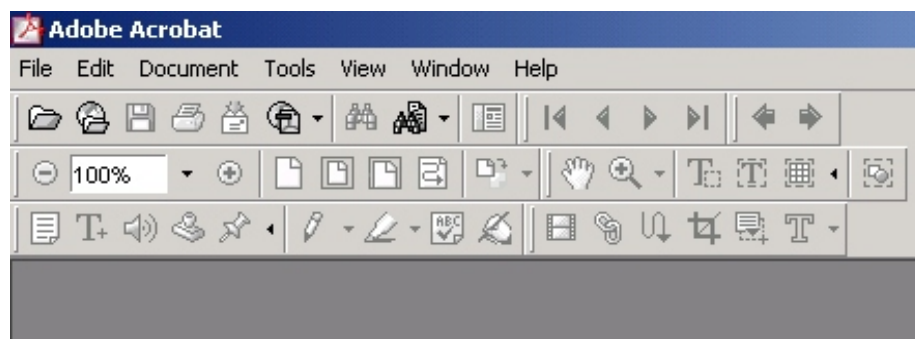
8. When attachments and exhibits are in paper format

Scanned attachments larger than 5MB in size must be divided into two or more smaller files and attached individually using the method above ([1 megabyte \(MB\) = 1024 kilobytes \(KB\)](#)).

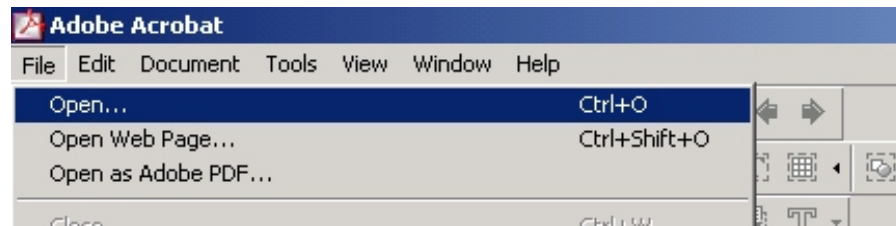
Determining File Sizes

There are two methods for determining the size of a file:

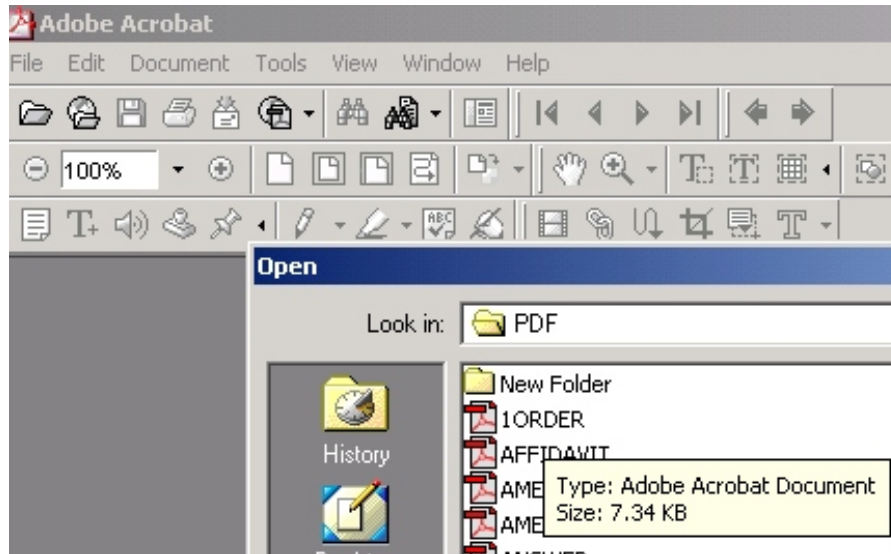
1. Open an application that gives you access to your stored PDF files; this could be Adobe Acrobat Full Package, Adobe Reader, or Window's "Explore" option. (The "Explore" option may be accessed by right-clicking on the [\[Start\]](#) button and choosing *Explore*.) The following graphics were obtained using Adobe Acrobat's Full Package.



2. Click on **File** and choose **open**.

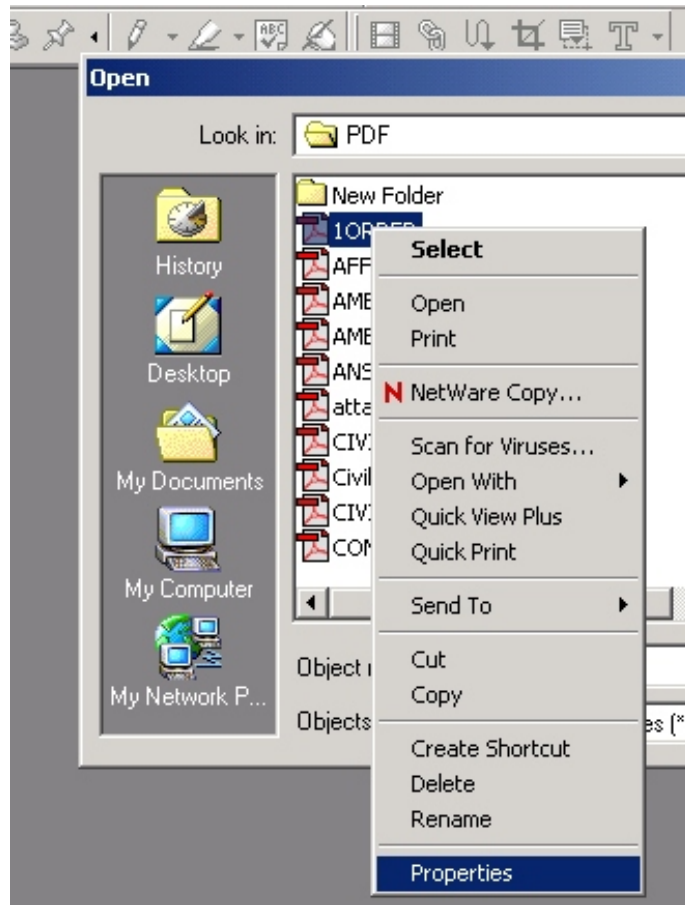


3. Navigate to the folder containing your PDF file(s), open the folder, and hold the mouse over the file name.

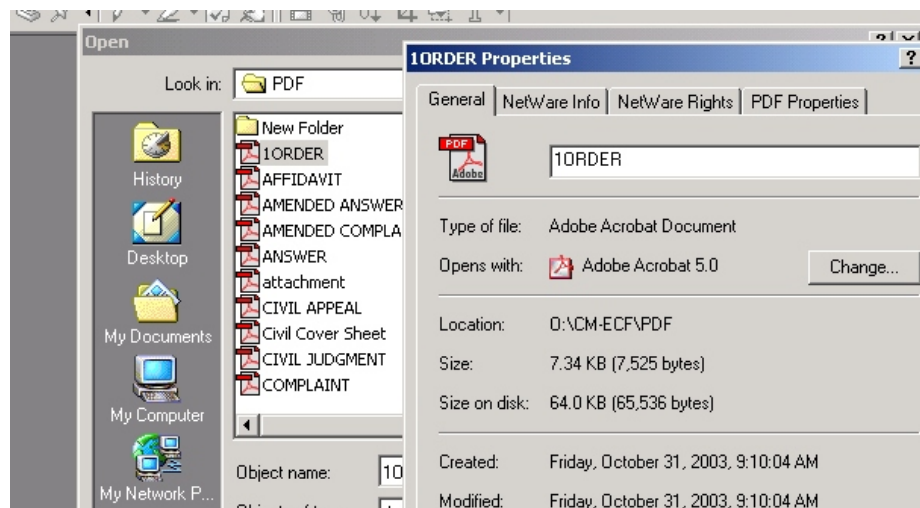


You will notice that Windows provides both "Type" and "Size" information about your file in a pop-up graphic. In this example, the PDF file is approximately 7.34 KB in size; well under the 5 MB limit.

4. The second method includes two additional steps. Once you have navigated to the screen shown in step 3, right-click on the file name and left-click on **properties**.



A pop-up window will appear giving you access to descriptive information about the selected file including its size. [▶](#)



9. Modify docket text

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Next Clear

Click on the button shown here to open a modifier drop-down pick list. Select a modifier if appropriate; otherwise, leave this field blank.

Note: If the modifiers are not applicable to your pleading, leave this field blank.

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Amended
Ex Parte
Final
Interim
Joint
Supplemental

Next Clear

Click in the open text area to further describe your pleading.

Note: This text field should only be used to provide additional information about your pleading to the court. Do not include the title of an additional pleading in this area as the system only recognizes this information as character text and does not have the ability to infer intent. [▲](#)

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Amended
Ex Parte
Final
Interim
Joint
Supplemental

Next Clear

Amended Motions

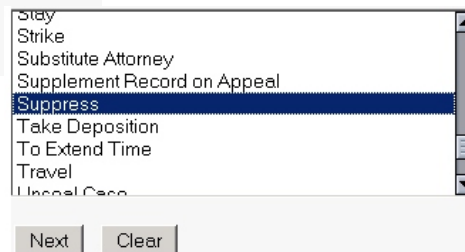
The following process may be used to correct either the text or the PDF attachments regarding a previously filed motion:

1. Re-file the entire motion (including all attachments) using a standard docket entry found under the **Motions** category. For example, an "Amended Motion to Suppress" would be filed by clicking on **Motions** and highlighting **Suppress** on the screen that appears after you input the case number and the filer information.

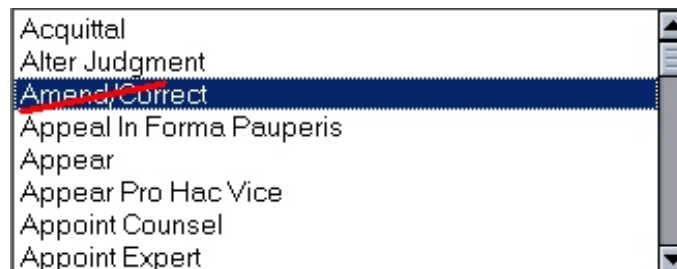
Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

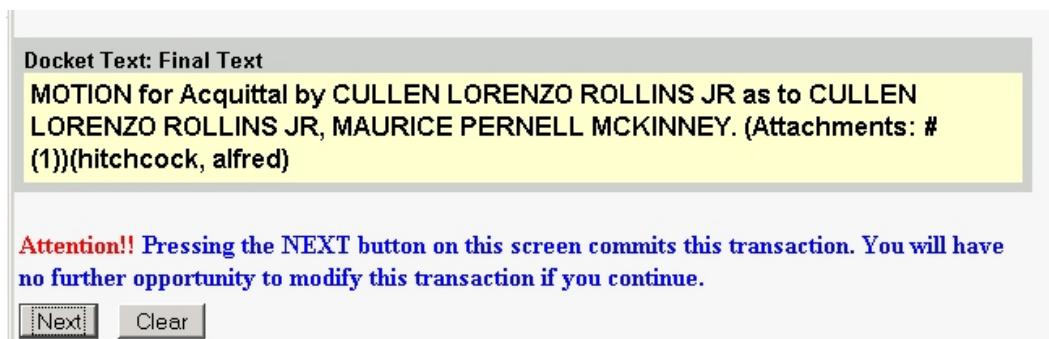


Note: Do not use the relief "amend/correct" unless you are requesting permission from the court to amend. This code should only be used if you are filing a "Motion to Amend/Correct Pleading A".



10. Submit the pleading

Click on the [\[Next\]](#) button. The **Attention!!** Screen opens with the complete text for the docket sheet (a.k.a. the docket report):



Note: Pressing [\[Next\]](#) at this screen will commit the transaction to the docket.

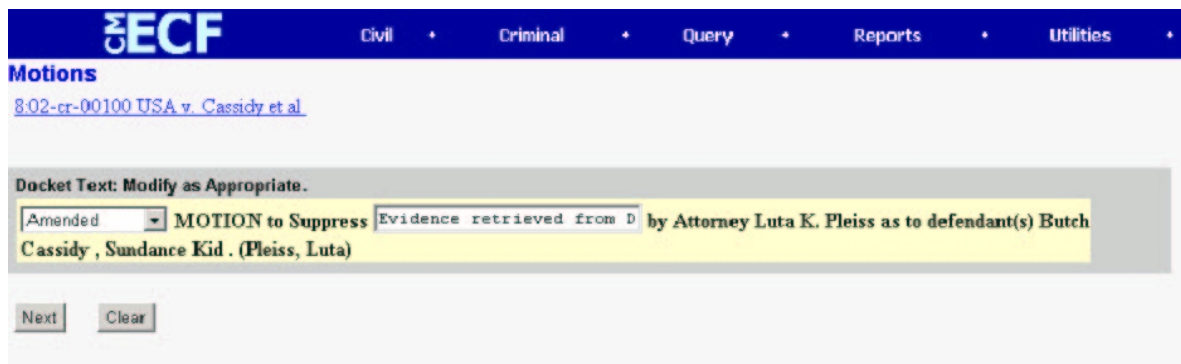
You can abort the ECF filing or return to previous screens at any time prior to this step by:

- Clicking on any hyperlink located on the **Blue** menu bar *to abort* the current transaction.
- Clicking on the Web Browser [\[Back\]](#) button until *you return to the desired screen*.

Note: Once you click the [\[Next\]](#) button on the **Attention!!** screen, you cannot go back and modify information. [▲](#)

Correcting Your Entry

If you need to modify information *before* clicking [\[Next\]](#) on the **Attention!!** screen, click the [\[Back\]](#) button on the browser's toolbar until you reach the screen you wish to alter. (See example screen below.)

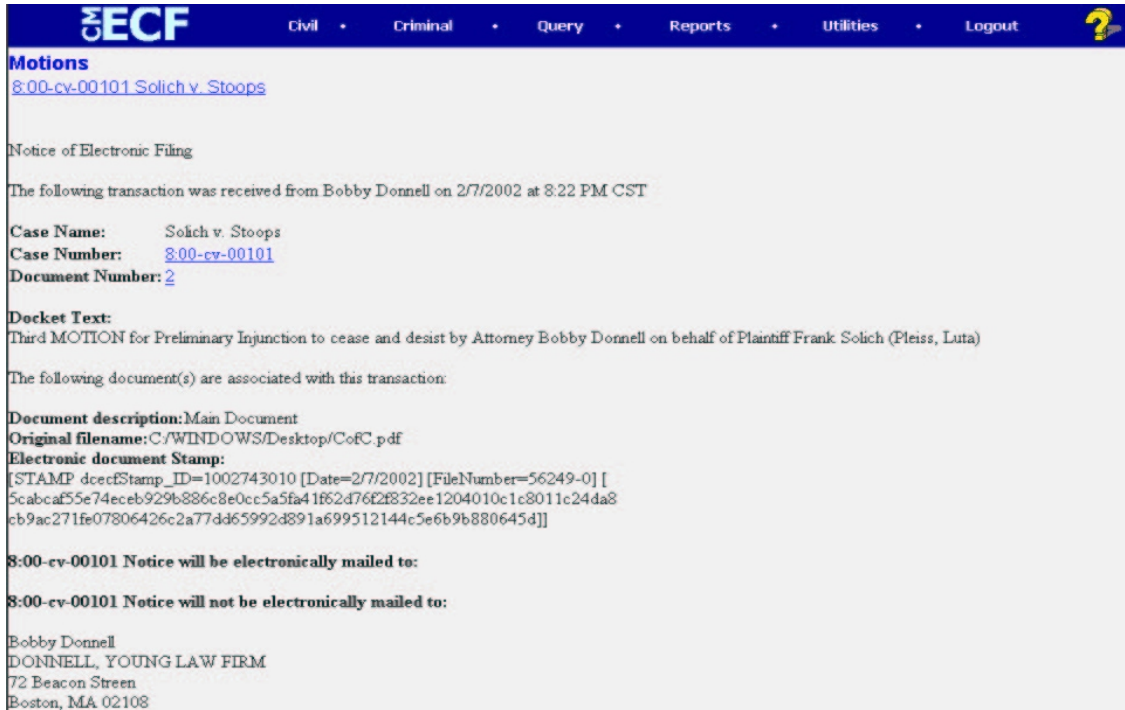


The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below the bar, the page title is "Motions" and the case name is "8:02-cr-00100 USA v. Cassidy et al.". The main section is titled "Docket Text: Modify as Appropriate." and contains a text entry field with the following text: "Amended - MOTION to Suppress Evidence retrieved from D by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)". Below the text entry field are two buttons: "Next" and "Clear".


Once an alteration has been made, the user **must** use the navigational buttons on each screen to proceed with the entry from that point. Clicking the [\[forward\]](#) button on the browser's tool bar will not allow the changes to be accepted by the system.

After returning to the **Attention!!** screen and making a final review of the text, click the [\[Next\]](#) button to file the pleading. Clicking [\[Next\]](#) will also cause the Notice of Filing (NEF) to be created. [▲](#)

11. Notice of Electronic Filing (NEF)

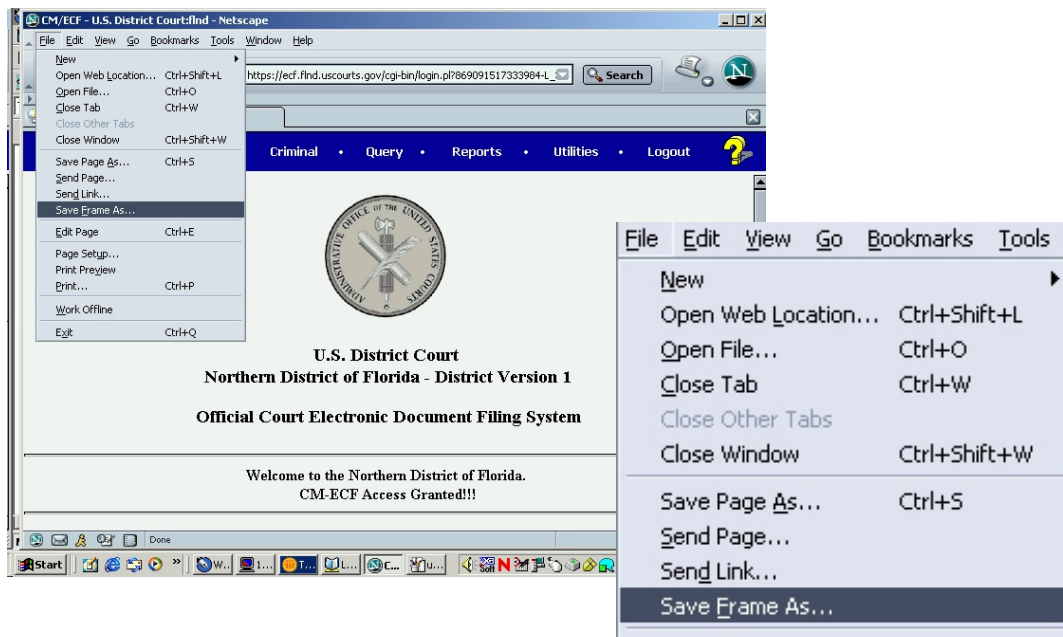


The NEF shown above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction, the docket entry number that was assigned to your document, and other pertinent case information. Note the document number on the PDF file contained within your hard drive or network drive for future reference.

Note: The NEF may always be obtained through the docket report by checking the box labeled **“Include links to Notice of Electronic Filing”**. This is the easiest method for obtaining a copy of the NEF. 

If you want to print the NEF using either Netscape Navigator or Internet Explorer, click the printer icon located on the browser's toolbar or select *print* from the browser's *file* menu.

If you want to save the NEF using Netscape, select **File** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the NEF to a file on the hard drive of your computer.



ECF will electronically transmit the NEF to attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing.

It is the filer's responsibility to ensure that non-ECF parties and attorneys (including newly admitted attorneys and attorneys who have had their NEFs temporarily turned off due to reported technical difficulties) are properly served with your filing.

Note: All filings by attorneys will result in an NEF email that is sent to both the filer and the recipients. If you have e-filed a pleading and have not received a confirmation NEF, then you should take steps to be sure that all parties were in fact served with your e-filing. [▲](#)

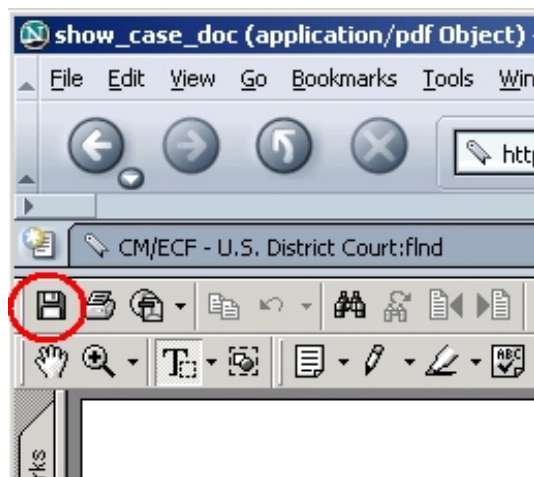
Receiving Electronic Service of an E-Filed Document

Attorneys of record who receive electronic notification of a filing pertaining to their client are permitted one free look at the document through the Notice of Electronic Filing (NEF). **Only attorneys of record are able to remotely view documents filed in a criminal (or social security) case. Sealed documents cannot be viewed.**


Electronically filed documents may be viewed by clicking on the associated hyperlinked document number on the NEF. Recipients are permitted one free look at the document. You may wish to save a copy of the document to your hard-drive for future access. However, you can always obtain a copy by running the docket sheet and checking the box labeled "Include links to Notice of Electronic Filing".

The process for obtaining your “one free look” are as follows:

- Open you email software.
- Open the NEF email.
- Click on the hyperlinked document number (Note: Not all NEFs will include hyperlinked document numbers. If the document number is not a hyperlink (blue with a line under it, i.e. 9), then the text of the NEF serves as the document itself. This is known as a text-only entry.
- When you first access a criminal PDF document you will be asked to login on the “**ECF/PACER Login**” screen. Enter your court-issued ECF password and login.
- The next login screen is titled, “**PACER login**”. Enter your PACER login and password.
- The PDF document should now appear on your screen. (Note: You must have the free Adobe Reader or other PDF software installed to see PDF documents.) Save the PDF document by clicking on the save icon (shown below).



Note: Retrieval of the case docket sheet and pleadings (subsequent to the "free look") from ECF must be made through your [PACER](#) account and is subject to regular [PACER](#) fees.

Documents may be printed by clicking on the icon at the right of the save icon. 

Query Feature

Registered participants may use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, log onto the ECF system using your court issued password and login and click on **Query** in the **blue** menu bar (shown below).



The system will then prompt you for your PACER login and password.

Note: Your [PACER](#) login and password are different from your ECF login and password. You must have a [PACER](#) account in order to retrieve, view, and print documents or reports. You will be charged the standard [PACER](#) fee for access to documents, docket sheets, etc except for your *first* access to an e-filed document through the Notice of Electronic Filing e-mail.

After entering your [PACER](#) login and password, ECF opens a Query data entry screen as depicted below. If you know the case number, enter it in the **Case Number** field and click on the [\[Run Query\]](#) button.

A screenshot of the ECF system's 'Search Clues' query screen. The page has a dark blue header with the 'ECF' logo and a menu bar containing 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. The main content area has a light yellow background and is titled 'Search Clues'. It contains several search criteria fields: 'Case Number' with a text input and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' and 'Last Entry Date' each with a date input followed by 'to' and another date input; 'Nature of Suit' with a dropdown menu showing options like '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'; 'Last Name' with a text input and examples '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' with text inputs; and 'Type' with a dropdown menu. At the bottom of the form are two buttons: 'Run Query' (circled in red) and 'Clear'.

If you do not know the case number, you may query the case using the last name of the party or attorney. If there is more than one person with the same last name in the database, ECF brings up a screen from which to select the correct name.

or search by

Last Name (Ex

First Name

Type

Run Query Clear

There were 5 matching persons.
[ABRAMS, DENISE](#) (pty)
[ABRAMS, LOWELL](#) (pty)
[ABRAMS, MEREDITH S](#) (aty)
[ABRAMSON, GIL A](#) (aty)
[ABRAMSON, HERBERT W](#) (pty)

If the selected name is associated with more than one case, ECF will open a case selection screen:

Select A Case

This person is a party in 2 cases.

[5:98-cv-00152-LC-MD](#) GEORGE v. ABRAMSON, et al filed 06/01/98

[5:98-cv-00296-SPM](#) GEORGE v. ABRAMSON, et al filed 11/02/98

Clicking on either the name or the case number (in instances where the name is associated with more than one case) will open the query screen for that case:

Query

[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case Summary](#)
[Deadlines/Hearings...](#)
[Docket Report ...](#)
[Filers](#)
[History/Documents...](#)
[Party](#)
[Related Transactions...](#)
[Status](#)

You may also query the database using the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run this query, if there is more than one case that meets the criteria, you will get a screen listing multiple case numbers (shown in the example above). [▲](#)

Search Clues	
Case Number	<input type="text"/> (Examples: 99-500,
or search by	
Filed Date	<input type="text"/> 1/1/1970 to <input type="text"/> 3/25/2004
Last Entry Date	<input type="text"/> to <input type="text"/>
Nature of Suit	<div><div>0 (zero)</div><div>110 (Insurance)</div><div>120 (Contract: Marine)</div></div>

Query Options

You may choose specific case information from a list of query options. The following paragraphs describe several of the available case-specific query options.

Attorney

A query on Attorney, displays the name, address, telephone number, and e-mail address of the attorney(s) who represent each of the parties in the case. [▲](#)

Case Summary

Provides a summary of current case-specific information as depicted below.

Case Summary	
Office:	Pensacola
Jury Demand:	None
Nature of Suit:	555
Jurisdiction:	Federal Question
County:	Escambia
Origin:	1
Lead Case:	None
Related Case:	None
Flags:	1915_1, CLERK_1
Filed:	03/13/2001
Demand:	\$0
Cause:	42:1983 Prisoner Civil Rights
Disposition:	
Terminated:	08/29/2002
Reopened:	
Other Court Case:	None
Defendant "A"	
Defendant "B"	
Plaintiff "A"	

Deadlines/Hearings

Produces a screen that allows you to sort and query the database to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen. [▲](#)




The screenshot shows a web interface titled "Deadlines/Hearings". It features a "Sort by" dropdown menu with "Due/Set" selected. Below the menu are two buttons: "Run Query" and "Clear". A dropdown menu is open, showing the following options: "Document Number", "Deadline/Hearing", "Filed", "Due/Set" (highlighted), "Satisfied", and "Terminated".

If you click on a document number, ECF will display the document responsible for the setting of a deadline or hearing.

1:04-cr-00001-SPM-AK USA v. SHEPARD



Date filed: 01/20/2004

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	 90 Day Deadline	01/22/2004	04/21/2004		
<u>8</u>	 Jury Selection	01/29/2004	03/08/2004 at 09:00 AM		03/01/2004
<u>8</u>	 Jury Trial	01/29/2004	03/08/2004 at 08:30 AM		03/01/2004

If you click on the button to the left of the Deadline/Hearing title (the silver ball), ECF will display the docket information and related docket entries for the deadline/hearing selected.

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	 90 Day Deadline	01/22/2004	04/21/2004		
<u>8</u>	 Jury Selection	01/29/2004	03/08/2004 at 09:00 AM		03/01/2004

Note: **Attorneys are responsible for tracking deadlines/hearings**; the “Deadlines/Hearings” report should be used only as a guide. Consult the PDF document setting the deadline/hearing, the text of any text-only notices of hearing or orders, the Local Rules of this district, or the Federal Rules when determining deadlines/hearing dates.

Docket Report

When you select “**Docket Report**”, ECF opens the Docket Sheet screen as depicted below. [▲](#)

Docket Sheet

Case Number
1:04-cr-00001-SPM-AK USA v. SHEPARD

☒ **Filed** to
☐ **Entered**

Documents to

☒ Include terminated parties
☐ Include links to Notice of Electronic Filing
☒ Include List of Parties and Counsel

Sort by ▼

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire report.

If you want to view the Notice of Electronic Filing from the docket report, place a checkmark in the box next to “**Include links to Notice of Electronic Filing.**”

☒ Include terminated parties
☒ Include links to Notice of Electronic Filing
☒ Include List of Parties and Counsel

Sort by ▼

After you have selected the parameters for your report, click on the [\[Run Report\]](#) button. ECF will run and display your customized docket report.

Document numbers appearing on the docket report as blue hyperlinks offer the user access to electronically filed (PDF) documents. To view the **Notice of Electronic Filing (NEF)** for the document, place your pointer on the silver button next to the document number and click to display.

Filing Date	#	
01/20/2004	 1	INDI (deb,
01/20/2004	 2	ORDI JR - v (Enter

History/Documents


This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below.

History/Documents


☒ All events (history)
☐ Only events with documents
☐ Display docket text

Sort by Oldest date first

You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Note: Some court entries do not have an associated PDF document; these are called “text-only” entries. Therefore, choosing **Only events with documents** will create a report that excludes text-only entries such as some court orders or notices. 

The default setting for this report (shown above) will display the short description of each docket entry after you click the [\[Run Query\]](#) button.

History		
Doc. No.	Dates	Description
1	Filed: 01/20/2004 Entered: 01/22/2004	 Indictment


Selecting "**Display docket text**" before running the report will give you access to more information.

History/Documents

☒ All events (history)
☐ Only events with documents
☒ **Display docket text**

Sort by: Oldest date first
Oldest date first
Most recent date first

Doc. No.	Dates	Description
1	Filed: 01/20/2004 Entered: 01/22/2004	Indictment
<i>Docket Text:</i> INDICTMENT as to RONALD RYAN SHEPARD JR (1) count(s) 1-13. Fraud by Wire (deb, Gainesville)		


You may view a PDF file of actual documents by clicking on the document number hyperlink (blue underlined number in the Doc No. Column). 

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *blue* menu bar, ECF opens the **Reports** screen depicted below:



A [PACER](#) login and password is required to access the reports depicted above, except for the Court Calendar Events. This report may be viewed without logging into [PACER](#).

Note: Access to the **Judgment Index** report does not require a [PACER](#) login. However, this report is currently not being used by this court and contains no data. 

Docket Sheet

The “Docket Sheet” option opens the same report parameter menu as found under “Query”.

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ Include List of Parties and Counsel

Sort by

Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the [\[Run Report\]](#) button. ECF will display a full docket sheet for the case you selected.

Civil Cases Report

Office	<div>Gainesville Pensacola</div>	Case type	<div>Civil Miscellaneous</div>	Nature of suit	<div>0 (zero) 110 (Insurance)</div>	Case flags	<div>1915_1 1915_2</div>
Filed	<div>3/18/2004</div>	to	<div>3/25/2004</div>				
Terminal digit(s)	<div></div>	2, 4-7	<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases				
Sort by	<div>Case Number</div>	<div></div>	<div></div>				
<div>Run Report</div>		<div>Clear</div>					

If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

When you click on the [Civil Cases](#) hyperlink, ECF displays a query screen as shown below.

The **Civil Cases** report provides you with the flexibility of querying the ECF database to locate cases filed within a particular divisional office, within a specific date range, by Nature of Suit and Cause Code. You may also search for one or both civil case types (i.e., civil and miscellaneous). Case flags are used by the court for administrative purposes and may be selected as a report parameter. However, it is suggested that you leave this parameter on the default of all (depicted below as a solid blue bar) when running reports.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Logging to ECF **and** **PACER** will open the **Civil Cases Report** screen. [▲](#)

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank and leave all other report parameters at their default settings, ECF will display a report for all open cases filed within the date range placed in the Filed fields/Entered fields.

This picture below depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:02-cv-00124-MP-AK ROYAL GAINESVILLE V. BELLSOUTH TELECOM	Filed: 09/25/2002		534	Cause: 28:2201 Declaratory Judgement NOS: Real Property: Other Office: Gainesville Presider: Maurice M Paul Referral: ALLAN KORNBLUM Jury demand: None Case Flags: CLERK_2

The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a “Docket Sheet” report. [\[Image\]](#)

Criminal Cases Report

The criminal cases report functions in a similar manner as the [civil cases report](#) with a slightly different selection screen:

Criminal Cases Report

Office: Gainesville Pensacola

Case types: Criminal Magistrate Judge

Filed: 3/18/2004 to 3/25/2004

Case flags: 1915_1 1915_2

☒ Pending defendants

☐ Terminated defendants

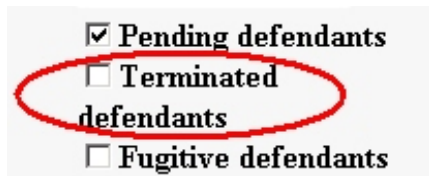
☐ Fugitive defendants

Terminal digit(s): 2, 4, 7

Sort by: Case number

Run Report Clear

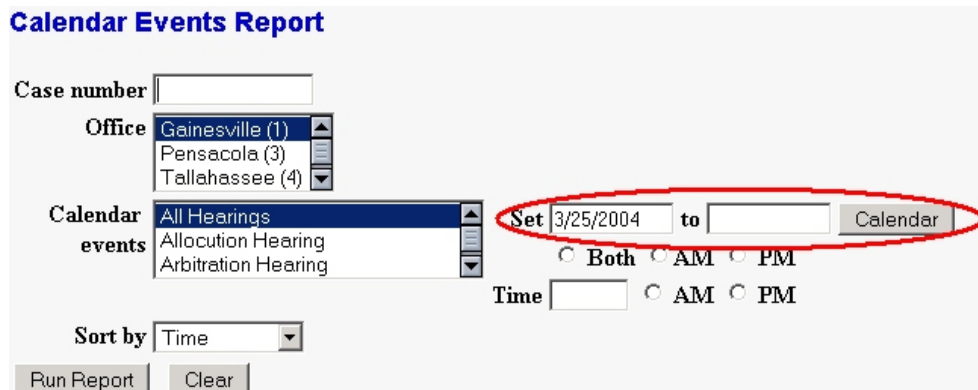
"Terminated defendants" must be checked if you are looking for criminal cases on appeal.



A screenshot of a web form with three checkboxes. The first checkbox, labeled "Pending defendants", is checked. The second checkbox, labeled "Terminated defendants", is unchecked and is circled in red. The third checkbox, labeled "Fugitive defendants", is unchecked.

Calendar Events Report

This report may be used **as a guide** to research hearing dates and times. However, the court urges attorneys to rely on the PDF document or the text-only order/notice setting the hearing for accurate information. [▲](#)

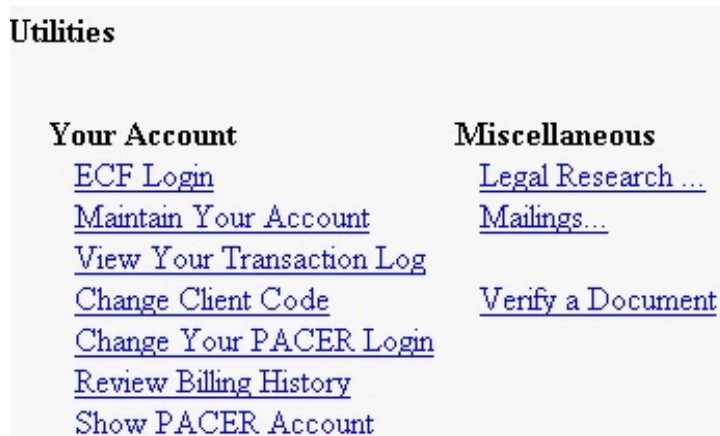


A screenshot of the "Calendar Events Report" form. It includes fields for "Case number", "Office" (a dropdown menu with "Gainesville (1)", "Pensacola (3)", and "Tallahassee (4)"), "Calendar events" (a dropdown menu with "All Hearings", "Allocation Hearing", and "Arbitration Hearing"), "Set" (a date field with "3/25/2004"), "to" (an empty date field), "Calendar" (a button), "Both", "AM", "PM" (radio buttons), "Time" (a time field), "Sort by" (a dropdown menu with "Time"), "Run Report" (a button), and "Clear" (a button). The "Set" field, the "to" field, and the "Calendar" button are circled in red.

Note: You must select a date range and a time frame (i.e., a.m., p.m., or "both") when running a calendar report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions. The screen below depicts the **Utilities** menu before the attorney inputs their PACER login and password to view a report or document. [▲](#)



A screenshot of the "Utilities" menu. It is divided into two columns. The left column, titled "Your Account", contains links: "ECF Login", "Maintain Your Account", "View Your Transaction Log", "Change Client Code", "Change Your PACER Login", "Review Billing History", and "Show PACER Account". The right column, titled "Miscellaneous", contains links: "Legal Research ...", "Mailings...", and "Verify a Document".

The [PACER](#) information shown on this screen will only appear if you have logged into [PACER](#) through ECF.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF. [▲](#)

ECF Login

This option allows the user to return to the login screen and login as a different user or the same user with a different "Client Code". [▲](#)

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen (shown below).

Maintain User Account

Last name	wes	First name	
Middle name		Generation	
Title		Type	crt
Office	Will E. Short		
Address 1	Technical Writer		
Address 2			
Address 3	Room 2301		
City		State	
Country		County	
Phone	(202) 354-3297	Fax	
Bar Id		Bar status	
Initials		AO code	
DOB		End date	

Email information... More user information...

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **DO NOT CHANGE ANY INFORMATION ON THIS SCREEN. NOTIFY THE CLERK'S OFFICE IF ANY INFORMATION ON THIS SCREEN IS INCORRECT.**

Note: A Notice of Address Change should be filed in each case if you experience a change in your address or contact information. [▲](#)

Clicking on the [\[E-mail information\]](#) button opens the following screen.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will E-mail to parties their **Notices of Electronic Filing (NEF)** based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish ECF to notify regarding case pleadings and documents.

- From the screen above, enter a check mark by clicking on the box to the left of the line, which reads **"to these additional addresses"**.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has the capacity to hold from four to six E-mail addresses depending on the length of the individual addresses and the method of input (i.e., commas vs. returns). Addresses should be entered one after the other separated by commas (no spaces) or separated by returns. Only one recipient in the additional addresses gets a "free look" at the documents (whoever looks at it first). Others will be charged the PACER fee. [▲](#)

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen (i.e., individual or summary format).
- If you wish to enter completely new information about your account, use the [\[Clear\]](#) button to clear the fields on this screen.

After updating your account information, click on the [\[Return to Account screen\]](#) button to return to your **Maintain User Account** screen.

You must click the [\[Submit\]](#) button to apply any changes.

Civil ref style


Date sworn

Changing Your Password

To edit or view your ECF password, select the button labeled [\[More user information\]](#), from the **Maintain User Account** screen. ECF opens the screen shown below.

More User Information for alfred hitchcock

Login	<input type="text" value="hitchcocka"/>	Last login	03-25-2004 14:03
Password	<input type="password" value="*****"/>	Current login	03-25-2004 14:03
Prid	345427	Create date	12/03/2003
Registered Y		Update date	12/16/2003
Groups	Attorney		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. 

When you have completed your interface with ECF from this screen, click on the [\[Return to Account screen\]](#) button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the [\[Submit\]](#) button at the bottom of the **Maintain User Account** screen to submit your changes.

Civil ref style

Date sworn

After you click [\[Submit\]](#) on the next screen, ECF will notify you onscreen that your updates were accepted. If you changed your password, you should use the new password the next time your log into ECF.

View Your Transaction Log

From the **Utilities** screen, click on the **View your Transaction Log** hyperlink. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria (see sample below). [▲](#)

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsakdf. Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password. [▲](#)

Miscellaneous


ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document


When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

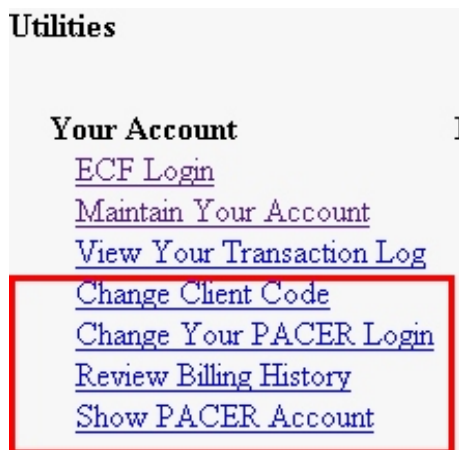
Note: Some browsers will open the legal research sites within the same browser session causing the user to be illegally exited from ECF.

Select the [Verify a Document](#) hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.


Multiple hyperlinks are located under the [Mailings](#) hyperlink. These options may be used to open screens for information on a case participant's email or U.S. postal address. A user can also copy and paste the U.S. postal mail address from the screen onto a mailing label. 

PACER Options in the Utilities Menu

After an attorney has logged into PACER, the [Utilities](#) menu will reflect certain self explanatory PACER-related options as shown below: 



Change Your Client Code

Use this option to change the data that you initially added to the “**Client Code**” field when you logged into ECF either on the “**ECF/PACER Login Screen**” or on the “**PACER Login Screen**”. The information added to this field will appear on your quarterly PACER bill. 

Note: Always scroll to the top of the login screen so that you can ascertain whether the system is asking for your court-issued ECF password/login or your PACER password/login by the heading.

Review Billing History

This PACER option presents a menu allowing the user to review their PACER transaction by date range. [▲](#)

Review Billing History

Transactions dated: to

Sort:

Show PACER Account

This option gives you access to your current PACER login name and client code information. [▲](#)

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** menu option from the **blue** menu bar. ECF will log you out of the system and return you to the login screen.

Never close an ECF session by clicking on the closing icon at the top right of the browser window. [▲](#)

Additional Information Regarding ECF

Sealed Documents

Sealed documents cannot be filed electronically and must be submitted on a disk or in paper format to the Clerk for filing. [▲](#)

Case Initiating Documents

Case initiating documents cannot be filed electronically and must be submitted on a disk or in paper format to the Clerk for filing. [▲](#)

Imbedding Web Links in E-Filed Documents

Many web sites become inactive over time. Therefore, the court discourages the inclusion of web links in e-filed documents and attachments so that the historical integrity of the electronic record may be maintained. 